

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

BRAILLIST

SUMMARY:

The Brailist reports to the Director of Student Services/designate and, under the general direction of the teachers of the visually impaired, provides braille materials and instructional assistance to visually impaired students in the district.

DUTIES:

Transcribes braille to print/print to braille using a computer, photocopies and enlarges print material; modifies maps, graphs, diagrams, charts, etc. with tactile graphics kit

Tutors individual and/or small groups of students under the direction of the teachers; provides personal assistance to visually impaired students and encourages positive interaction with other students.

Assists in the planning, development, creation and modification of curriculum and classroom material.

Maintains a small library resource of braille material for visually impaired students.

Operates a braille writer, computer, photocopier, tactile graphics kit, tape recorder, book binder, etc.

REQUIRED KNOWLEDGE AND SKILLS:

Grade 11 plus a one year certificate course in braille from C.N.I.B.

Keyboarding/Typing at 40 w.p.m.

A valid B.C. driver's licence.

RATIFIED BY UNION: _____ DATE: _____

RATIFIED BY EMPLOYER: _____ DATE: _____

January 24/94

—

—

—

—

