

JOB DESCRIPTION

Position: Braillist

Position Summary: Under the supervision of the Administrator/Teacher, perform interpretation, tutor students, modify and prepare specialized teaching materials, compile and update student records and monitor student behaviour.

POSITION DUTIES

RESPONSIBILITIES

- | | |
|------------------------|--|
| 1. Interpreting | <ul style="list-style-type: none"> • perform interpretation services |
| 2. Student Assistance | <ul style="list-style-type: none"> • assist teacher by tutoring individual students or small groups • facilitate communication through Braille to assist in providing the tools to read and write independently, and to help build skills in spelling, grammar and punctuation • prepare and modify specialized teaching materials • participate, as required, in the development and monitoring of IEP implementation, and provide informal feedback to the case manager regarding student progress • carry out or supervise specific behavioural programs as directed |
| 3. Student Records | <ul style="list-style-type: none"> • assist in the development of strategies to achieve academic, behavioural and social goals • monitor and record student progress |
| 4. Student Supervision | <ul style="list-style-type: none"> • monitor student behaviour to ensure safety of the student and prevent student from hurting others • assist in minor first aid and complete required forms • supervision duties as assigned |
| 5. Communication | <ul style="list-style-type: none"> • communicate with students, staff and others, and provide information of a detailed or specialized nature • encourage, secure cooperation and influence the students to achieve social, academic and behaviour goals • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus one year post-secondary training including specialized courses such as the Braille program of instruction consisting of literary Braille transcriber's course, Grade 2 Braille for teachers, and Braille mathematics or equivalent courses.

Two years **recent successful** experience in providing instruction, adaptations, translations and assistance to teachers and students.

Demonstrated skill level to effectively assist students with grade appropriate curriculum material.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Physical ability to perform all aspects of the job.