

TEACHER AIDE (BRAILLE)

417-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for meeting the physical needs of a visually impaired student, assisting with preparation of materials and interacting with the student and his peers in the educational setting. Throughout the school day, the Teacher Aide brailles print material and creates tactile adaptations of visual aids for use with academic subject matter and assists the student during class activities. Work is performed under the direction of a classroom teacher and teacher of visually impaired. General supervision is provided by the Pupil Personnel Director with leeway allowed for independent judgment. When not engaged in aiding the visually impaired student, the Teacher Aide (Braille) may perform hall and cafeteria monitoring duties. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below are intended only as illustrations of the various types of work performed. Incumbents in this title may perform some or all of the stated duties as well as other related activities not described.*

- Braille classroom materials (text, worksheets and tests) unavailable through commercial sources;
- Prepares manipulative materials consistent with lesson content to facilitate student's participation and understanding;
- Assists student with activities requiring adaptations and additional explanations, implementing learning strategies unique to a visually impaired student;
- Transcribes student generated work from Braille to print for review by classroom teacher;
- Supports and reinforces the mobility training needs of the visually impaired student;
- Works with classroom teachers to promote harmonious relationships between visually impaired student and school mates;
- Assists visually impaired student with clothing, arranging locker, mealtime and restroom activities;

May assist or accompany visually impaired student to and from the school bus upon arrival and dismissal, or between classrooms, gym, library, lunchroom, etc.;

May participate in aiding in the development of an individualized education program with teachers, parents and building staff;

May prepare simple records and reports on visually impaired student's progress in moving between classrooms, activities and events;

May work with the school physical therapist, physical education teacher and classroom teachers in implementing the recommended activities to promote improved motor control and coordination for the visually impaired student;

May work with individual or small groups of students to help review subject matter;

May occasionally oversee a class when the teacher is out of the room;

May assist teachers with study hall, corridor, lunchroom and other monitoring duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to aid the visually impaired student with clothing, eating and restroom activities; ability to read and prepare Braille materials; ability to establish good working relationships with children and others; ability to assist individuals or groups of visually impaired students to and from buses, staircases and through doorways, as necessary; ability to work with classroom and special area teachers and parents to maximize students' learning experiences; patience; and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma **and** either:

- (A) Certification as a Literary Braille Transcriber through the National Library of Congress; or
- (B) Six (6) months of experience working in an educational setting with visually impaired students utilizing equipment for the printing of Braille material and technology, such as screen reading software, Braille n Speak, scanner, embosser and Tactual Image Enhancer.

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Public Hearing:7/27/2011
NYS Civil Service Commission Approval1/14/2014

Revised, removed from draft and placed in classplan on 9/8/03
Removed from Clasplan Book and placed in Draft 09/21/2004- Not Used
Placed back in Classplan on 03/19/09
Revised and placed in Classplan 7/13/2015
Revised and Replaced in Classplan: 3/30/2023