

## BRAILLIST

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

| Position    | Part-Time or Full-Time  | Deadline to Apply | Start Date | Building/District Location  | Special Requirements  |
|-------------|---|-------------------|------------|-----------------------------|---|
| Braillelist | Part-Time<br><br>5 days/week (M-F) 760<br>Max. hours per school year<br><br>8:00 a.m. to 12:00 p.m. | Until Filled      | 8/6/2019   | Ada Exempted Village School | Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit. MRESC will provide free training to a qualified candidate. |

If you have questions regarding the position and/or building assignment, please contact Craig Ludwig, Special Education Director at:

[cludwig@mresc.org](mailto:cludwig@mresc.org)

### HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

#### MRESC Application

- **Step #2** – Submit your completed application to:  
Midwest Regional ESC  
Attn: Jana Barhorst  
129 East Court St.  
Sidney, Ohio 45365

Or you may email the completed application to:

[jbarhorst@mresc.org](mailto:jbarhorst@mresc.org)

# MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

## BELLEFONTAINE\*OHIO

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|--|---|-----------------|
| <b>Title:</b>                                    | <b>Brailist</b>   | <b>File 424</b> |
| <b>Reports to:</b>                               | Director of Special Education and Vision Team Members   |                 |
| <b>Job Objectives:</b>                           | Under general supervision and working as a member of the vision team, performs a variety of Braille translation and transcribing activities. Provide support to the vision team and programs for visually impaired students on an as needed basis under the direction of the Vision Team or Special Education Director. Performs related duties as assigned.  |                 |
| <b>Minimum Qualifications:</b>                   | <ul style="list-style-type: none"><li>· Valid State of Ohio aide permit or teaching license.</li><li>· - Meet all health requirements mandated by law</li><li>· A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.</li><li>· Knowledge of and ability to access community resources.</li></ul>  |                 |
| <b>Responsibilities and Essential Functions:</b> | <p>The following skills and duties are representative of performance expectations.<br/>A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Performs a variety of Braille translation and transcribing of printed materials and oral instructions including transcribing print materials into Braille code form using a Braille writer and/or a computer;</li><li>· Proofreads and verifies accuracy of transcribed materials; prepares Braille copies of tests, study materials, maps, textbooks, charts, large print materials, tactile illustrations, and other related media aids using specialized computers and software, equipment, tools, techniques and standards.</li><li>· Types instructional materials, lessons, assignments and worksheets in large print for visually impaired students; prepares audio material for student use;</li><li>· Prepares students' interline Brailled material for teachers to correct; operates appropriate copy machines to enlarge materials and create Braille masters for thermoform machines;</li><li>· Provides individual instruction and tutoring to students; orders, receives, catalogs and distributes books and instructional materials utilized in the visually impaired program;</li><li>· Stores and maintains the library of specialized materials including inventories of books, supplies and other instructional materials; maintains records and files relating to student data;</li><li>· Works closely with staff to ensure that materials are prepared appropriately and accurately for individual students; attends meetings, workshops, and conferences related to ongoing certification as requested;</li><li>· Communicates with outside agencies to exchange information and resolve issues; performs related job duties serving students in the visually impaired program.</li><li>· Plan and organize work to meet schedules and time lines; work independently with little or no supervision;</li><li>· Operate a thermoform copier, Braille transcribing equipment, enlarger copy machines, computers and use other program related technology to effectively and efficiently transcribe printed material into appropriate media such as tactile, large print, and Braille formats;</li><li>· Translate Braille into printed form; communicate effectively in oral and/or written forms; understand and follow oral and written directions; maintain cultural awareness and sensitivity to work cooperatively with students, staff and team members;</li><li>· Ability to demonstrate an understanding attitude regarding the instructional needs of students who are visually impaired.</li></ul> |                 |

**Responsibilities Continued:**

- Provide support to Vision Team members and carry out additional assigned duties as directed by Supervisor and/or teachers.
- Maintain effective working relationships with community organizations.
- Attempt to develop rapport and maintain the confidence of students, parents, and staff. Protect the confidentiality of privileged information.
- Provide close supervision and take reasonable precautions to ensure student safety. Do not leave assigned students unsupervised.
- Maintain high standards for student conduct. Uphold the student conduct code according to board policy.
- Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
- Participate in staff meetings and in-service training as directed.
- Keep current with promising research and effective intervention and wellness strategies.
- Participate in professional growth activities to maintain licensure requirements.
- Serve as a role model for staff and students. Exemplify responsible leadership.
- Perform other specific job-related duties as directed.

**Abilities  
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating leadership skills and the ability to advance the change process.
- Displaying enthusiasm for education and the teaching profession.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Communicating an understanding of academic and behavioral objectives to parents and students.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and/or moving clinical supplies and equipment.
- Being punctual and maintaining a consistent attendance record.
- Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performing activities that require stooping, kneeling, and/or crouching.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Working  
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require extended time using a computer terminal and keyboard.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the governing board. The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.