**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**POSITION DESCRIPTION**

**Position: VISUAL IMPAIRMENT PROGRAM ASSISTANT**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

Under the direction of the Principal, and working as a member of the vision team, the Visual Impairment Assistant performs a variety of Braille translation and transcribing activities, and assists students with orientation and mobility skills, to provide support to the vision team and programs for visually impaired students.

**Duties and Responsibilities:**

1. Transcribes printed material into Braille language and format for use by blind students, including books, workbooks, testing materials, and classroom work.
2. Proofreads and verifies accuracy of transcribed materials.
3. Prepares maps, charts, large print materials, tactile illustrations, and other related media aids using specialized computers and software, equipment and thermoform machines.
4. Prepares audio material for student use.
5. Prepares students’ interline Braille material for teachers to correct.
6. Transcribes work prepared by blind students from Braille into printed English for use by sighted teachers, EAs, and others.
7. Provides individual tutoring to students. Assists students in the classroom as requested.
8. Assists students with orientation and mobility goals under the direction of the CNIB Orientation and Mobility specialist.
9. Stores and maintains the library of specialized materials including inventories of books, supplies and other instructional materials.
10. Attends meetings, workshops, and conferences related to vision loss and to ongoing certification as requested.
11. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade 12 or equivalent.
2. Successful completion of at least one year of post-secondary education related to special education programs (e.g. Early Childhood Development, Educational Assistant, Youth Worker, Rehabilitation Worker).
3. One to two years previous experience working with students with vision loss
4. Experience operating a thermoform copier, Braille transcribing equipment, computers, embossers, and other program related technology.
5. Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described including experience in Braille transcription, Nemeth Math transcription and the use of instructional technology pertaining to the visually impaired.
6. Ability to follow the program of orientation and mobility skills for individual students as set out by the CNIB O&M specialist.
7. Strong collaborative and interpersonal skills.

April 2015