**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**POSITION DESCRIPTION**

**Position: VISUAL IMPAIRMENT PROGRAM ASSISTANT – CENTRAL OFFICE**

**Immediate Supervisor: SUPERINTENDENT OF EDUCATION/SASKATCHEWAN ALTERNATE FORMAT MATERIALS LIBRARY COLLECTION DEVELOPER**

**Core Function:**

Under the direction of the Superintendent of Education and Collection Developer, and working as a member of the vision team, the Visual Impairment Assistant performs a variety of braille translation and transcribing activities, to provide support to the vision team and programs for students who are visually impaired.

**Duties and Responsibilities:**

1. Transcribes printed material into braille language and format for use by students who are blind, including books, textbooks, workbooks, and testing materials.
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. Emboss, collate, bind, and label braille works.
5. Provides individual tutoring to students. Assists students in the classroom as requested.
6. Stores and maintains the library of specialized materials including inventories of books, supplies and other instructional materials.
7. Attends meetings, workshops, and conferences related to vision loss and to ongoing certification as requested.
8. 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 and the use of instructional technology pertaining to the visually impaired.
6. Strong collaborative and interpersonal skills.

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