

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Unrepresented - Classified
Posting Dates: June 28 – July 02, 2021

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Braillist	6.0 hpd/Continuing	Student Support
<i>This 6.0 hour per day position works 180 days per year (plus 10 paid holidays).</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: \$23.32 - \$29.24 per hour		

Purpose Statement: This position is responsible for transcribing education materials for students who are blind and visually impaired into alternative formats. In addition, this position provides support to the district’s Program for Students with Visual Impairment, including students who are visually impaired and teachers certified to work with students with visual impairments (TVI). This position will be supervised by the Special Education Director or the Building Principal.

Essential Job Functions:

- Transcribes print materials, including textbooks and other books, not readily available from the Washington Ogden Resource Center (ORC), into literary braille for students with visual impairments. For braille production, uses computer software and technology.
- Produces adaptive instructional materials for students with visual impairments in accordance to the TVI’s specifications. Embosses, re-edits, and binds materials using various methods.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines.
- Manages and maintains all braille, large print, and instructional material for students with visual impairments.
- Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small groups under the direction and supervision of a TVI.
- Demonstrates knowledge and skill of human guide and instructional technology/tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.
- Orders office supplies and special materials for use with students who are visually impaired. Arranges equipment repair.
- Performs other related duties as assigned, requested, or needed.

Job Requirements - Qualifications:

- **Education Required:** High school diploma or equivalent. Current certification of braille competency by the Washington State Board of Education. Certification in Literary Braille from the Library of Congress or another nationally-recognized certification body, or willingness to train and seek certification.
- **Criminal Justice Fingerprint Clearance.**

Preferred and Mandatory (*) Skill Requirements:

- General knowledge of working with students with visual impairments*
- Literary Braille Code* (with LOC or Washington BLUE Certification)
- Nemeth Braille Code
- Other Braille Codes (Chemistry, Music, Foreign Languages, etc.)
- Textbook Formatting (* if brailleing textbooks)
- Tactile Graphics
- Braille Embosser*
- Braille Translation Software*
- Tactile Imaging Enhancer
- Thermoform
- Word Process/Six Key Entry*
- General Office Equipment (fax, copier, scanner, etc.)*
- Knowledge of basic child growth and development, and student behavioral management strategies
- Proficient keyboarding skills
- Ability to read, write, and speak and compute effectively
- Ability to exercise independent judgment, remain flexible, and work effectively under pressure
- Ability to work effectively with students and to establish and maintain effective working relationships with teacher, parents, and administrators
- Ability to maintain confidential information*
- Ability to work independently with minimal supervision

Preferred Qualifications:

- Experience working with individual with visual impairment and/or multiple impairments
- College level studies in education and/or in education of the blind and visually impaired

Application Procedure for out of district candidates

Apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.