

## **MATERIAL SPECIALIST FOR THE VISUALLY IMPAIRED**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves editing reading material to enable use by the visually impaired, The incumbent in this position will transcribe into Braille, enlarge and record reading materials. Although the work is performed under the direction of several teachers for the visually impaired, the incumbent reports to the Supervisor of Special Education. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Transcribes reading material such as textbooks, workbooks and worksheets into Braille using a personal computer;  
Records books onto the 4-Track Recorder/Player;  
Recreates illustrations into raised line drawings using slate and stylus;  
Enlarges reading material using a copier;  
May perform clerical duties such as answering the telephone, sorting mail and making copies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Braille;  
Ability to visually proof transcribed reading material;  
Ability to operate an alphanumeric keyboard such as a typewriter or personal computer;  
Ability to perform work involving visual effort and strain;  
Ability to speak clearly;  
Ability to follow written and oral instructions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school, or possession of an equivalency diploma.

### **SPECIAL REQUIREMENT:**

Certification in Braille Transcription issued by the Library of Congress at the time of appointment.