

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**ALTERNATIVE MEDIA SPECIALIST - VISUALLY IMPAIRED**

**DEFINITION**

Under general supervision, assist teachers in the instruction, supervision and/or care of students; transcribe a wide variety of instructional materials into Braille, large print and/or alternative media; assist teachers with preparation of classroom materials and resources; act as a lead in organizing duties of volunteer transcribers; maintain adaptive instructional materials inventory, supplies and equipment; provide technical support and training to the visually impaired (VI) program.

**SUPERVISION EXERCISED**

Exercise no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Transcribe a variety of instructional materials such as lessons, texts, testing documents, etc., into Braille, large print and other alternative media.

Operate and manage adaptive instructional software programs and other technology for use in the visually impaired program; maintain software licenses.

Act as a resource on technical problems with adaptive technology and computer software and hardware. Resolve technical problems with assistance from helplines and Santa Cruz COE Technology Department.

Demonstrate technology to families, volunteers, and teachers; demonstrate and instruct in the use of new, low-vision equipment, Braille equipment and Braille rule revisions.

Attend VI conferences and pursue VI-specific training opportunities to stay current with advances in technology and to make informed recommendations for purchase of new technology.

Assist certificated staff in supervising students in activities including instruction, social integration, field trips, etc.

Assist students in classroom activities in the absence of the teacher within the framework of established policies and procedures; report observations of student skills, behaviors and abilities to appropriate personnel.

Assist teachers in the preparation of Braille lessons.

Determine availability of Braille, large print and other source materials from various suppliers; evaluate and order appropriate materials when requested; update and maintain database of available source materials.

Monitor federal quota budget for supplies, equipment and material requests from teachers.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Monitor inventory, order and maintain program supplies, equipment and materials.

Clean and maintain a wide variety of program equipment; arrange repairs as necessary.

Transport materials and equipment to and from school sites as needed.

Prepare and submit requests to publishers and authors for permission to adapt materials.

Catalog materials and information and maintain database of inventory, materials and supplies; maintain inventory records of all source materials borrowed and ensure timely return; provide documentation of source materials shipment to and from school districts.

Maintain in-house library of Braille, large print and/or alternative media material.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Procedures and practices relating to providing instructional support services.

General office materials, supplies and equipment.

Braille transcription methods, procedures technology and equipment.

Correct usage of English language, punctuation, spelling, and grammar.

Knowledgeable about and ready to troubleshoot technology used by the Visually Impaired Department, including specialized devices and applications.

Principles and practices of record keeping, accurate mathematical computations, basic inventory, graphics, screen reading software, and scan/read technology preferred.

**Skill and Ability to:**

Prioritize within multiple assigned tasks to meet deadlines while maintaining ongoing duties.

learn transcription software to provide literacy Braille and math Braille to reading students with accuracy

Understand and carry out both oral and written instruction independently to completion.

Assist with the instructional and related activities of the assigned learning environment; support the assigned teachers' style of student behavior management.

**Skill and Ability to (continued):**

Effectively direct the work of individual students and groups of students; recognize problems which may interfere with learning of students or the physical/emotional welfare of students and implement appropriate solutions in the learning environment.

Execute clerical procedures and directives in accordance with assigned duties; maintain an organized office and library.

Adapt materials for use in the visually impaired program; operate and instruct in the use of adaptive technology equipment.

Operate modern office equipment including computer programs and applicable software programs for information processing and record keeping.

Interact with and maintain cooperative relationships with all levels of staff and the public; establish and maintain effective working relationships; train and coordinate volunteers.

Be willing to perform routine and repetitive works to completion.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years experience in working with visually-impaired students and/or students in special education. Additional specialized training in child development, education or a related field is desirable.

**License or Certificate:**

Valid Library of Congress Certification for Braille Transcriber and/or Braille Proofreader preferred upon employment. Ability to obtain and/or maintain valid certification within one (1) year of date of hire.

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. Frequently required to walk; occasionally required to move, carry, lift, up to 30 pounds, and occasionally may be required to move, carry or lift up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

The noise level may be high. Requires ability to work in a standard office environment with ability to travel to different sites and locations in personal automobile.

**Approval Date:** July 15, 2003

**Revised Date:** June, 2017

**Revised Date:** June 18, 2024