



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Brailist
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

GENERAL DESCRIPTION

Reporting to the school administrator(s) the Brailist Supports and facilitates communication for students who are blind or visually impaired in and out of the classroom and in the community. Students for whom support is provided may also have mental health, developmental and/or behavioural needs. Supports may include academic assistance, life and social skills development, personal care, physical assistance and positive behavior support.

TYPICAL DUTIES

- Assists teachers and students in the delivery of Individual Education Plans (IEPs).
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the special needs of students, including braille transcription and scribing, tactile diagrams and audio resources.
- Assists in marking students' work and with corrections.
- Transcribes Braille into text for teacher evaluation.
- Assists in the planning and acquisition of life and social skills, including work and recreational experiences.
- Assists in planning and implementing behaviour supports.
- Monitors and reinforces behaviour.
- Provides personal care assistance such as toileting, feeding, diapering and dressing; provides physical assistance such as wheelchair manoeuvring, positioning, lifting, transferring and motor skill development exercises.
- Implements the health care plan such as administering medication, catheterization, monitoring seizure activity and gastro tube or other complex feeding.

- Implements educational support programs such as speech therapy, physical therapy and/or occupational therapy and assists students using specialized equipment such as speech computer programs, personal communicators and wheelchairs.
- Prepares written reports such as daily or weekly journals; prepares classroom materials such as booklets, flip charts and flash cards; provides input to the IEP and student progress reports and performs record keeping functions including student learning and behavior data collection.
- Assists with the supervision of the general student population; supervises assigned students with special needs in and out of the classroom and in the community.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12.
- Education assistant certificate (equivalent to one post secondary year).
- Braille courses (equivalent to 3-6 months).
- One and half years experience working with children with special needs.
- Where additional student specific supports such as a health care plan, speech and language therapy and/or physical or occupational therapy are involved, training and direction will be provided by subject experts.
- B.C. Class 5 Driver's Licence.

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
-----------	------------	--------------	-----------------------------

FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
-----------	--	--------------	--------------------------