



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

### JOB DESCRIPTION

# ACCESSIBLE MATERIALS (AEM) PRODUCTION ASSISTANT

#### Minimum Qualifications:

- Bachelor's degree preferred with demonstrated experience or education in special education, related services (e.g. speech/language, occupational therapy, psychology, etc.), assistive technology, or instructional technology. Additional consideration given for those with a focus in visual impairments (including blindness), hearing impairments, deafness, and deaf-blindness and an understanding of instructional practices.
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Experience and proficiency with braille production software and equipment
- Experience and proficiency with technology for creating large print, digital, braille, and audio textbooks and AEM
- Organizational skills, attention to detail, and the ability to follow multi-step directions
- Strong independent work ethic
- Ability to consistently meet deadlines
- Ability to advocate for assistance and ask clarifying questions as needed
- Excellent written and verbal communication skills
- Basic understanding of braille preferred
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Executive and Assistant Directors, OCALI, the Director of the Center for Sensory Disabilities at OCALI and the Project Manager for the State Clearinghouse and Dissemination Team as assigned

## **Job Objectives:**

Funded by the Ohio Department of Education, Office for Exceptional Children (ODE/OEC), the statewide center for sensory disabilities is designed to coordinate statewide professional development and technical assistance to support local education agencies (LEAs), students with sensory disabilities (visual, hearing, blind, deaf, deafblind), and their families. The Accessible Materials Production Assistant will work with the accessible materials production center in creating braille materials for students with visual impairments and blindness.

## **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Creates braille materials for students with visual impairments and blindness, using the following codes and rules:
  - American English Braille Code
  - Nemeth Braille Code for Mathematics and Scientific Notation
  - Unified English Braille Code (UEB)
  - Braille Authority of North America (BANA) Format Rules
- Scans textbooks and other educational materials using Optical Character Recognition (OCR) software
- Creates tactile graphics using a variety of formats and tools including computer generated, collage, microcapsule and heat (swell graphics)
- Creates large print, digital, braille, and audio textbooks and AEM for students with print disabilities, including students with visual impairments, using the following software programs:
  - Microsoft Word with BANA Template for producing braille textbooks and other Braille materials
  - Duxbury Braille Translator (DBT) Software for producing braille textbooks and other braille AEM
  - MathType Software for producing Nemeth Code materials, using six key entry in DBT to proofread and produce Nemeth braille code
  - Dolphin Easy Converter for large print, audio, and DAISY files
  - NimPro for braille and plain text
  - Adobe Professional
- Prepares NIMAS source files for conversion into multiple accessible formats including braille, large print, digital text, and audio
- Demonstrates accuracy, responsiveness, and excellent communication when fielding center phone calls and emails responding to technical assistance requests regarding Braille production tools and supports for students who have visual impairments
- Reviews marketing, training, and other published materials for accessibility for individuals with visual impairments and blindness

- Assists with the center's clearinghouse as appropriate
- Completes other duties as assigned by OCALI directors, the center director, project manager, or operations manager, which may include supporting district technical assistance initiatives, maintaining listservs, letter writing, ordering supplies, filing, data maintenance, opening mail, tracking postage, etc.
- In addition, performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020