The Los Angeles Unified School District

Announces a Career opportunity as an

INSTRUCTIONAL AIDE (BRAILLE)

$18.10 - $22.50/hour

Position Overview
An Instructional Aide (Braille) is responsible for preparing instructional materials for visually impaired students by operating a computer using braille transcription software, a braille embosser and other related equipment, as well as transcribing Braille using six key entries.

Our Ideal Candidate
Our ideal candidate will:
- Possess the ability to multitask and prioritize
- Show a strong attention to detail
- Be dependable and reliable
- Be comfortable working in a team or independently
- Be proficient in software programs such as Duxbury, Braille 2000, and MS Office
- Have prior experience using the internet for research and fact finding purposes.

Minimum Requirements
Experience
Six months of experience performing literary Braille transcription or satisfactory completion of a course in braille transcription such as the National Federation of the Blind or Library of Congress Certification as a Braille Transcriber or Proofreader

Education
Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or General Education Development (GED) and one of the following:

Completion of 60 semester units or 90 quarter units from a recognized college or university; OR
Possession of an associate or higher degree, from a recognized college or university; OR
Receipt of a passing score on the Instructional Assistant Test.

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