



**CENTENNIAL
BOCES**

Board of Cooperative Educational Services
www.cboces.org

Greeley Office
 2020 Clubhouse Drive
 Greeley, CO 80634
 970-352-7404 Office
 970-352-7350 Fax

Morgan County Office
 821 West Platte Avenue
 Ft Morgan, CO 80701
 970-867-8297 Office
 970-867-6129 Fax

Briggsdale School
 Estes Park R-3
 Platte Valley RE-7
 St. Vrain Valley Schools
 Weld RE-9

Member Districts

Brush RE-2J
 Morgan County RE-3
 Prairie RE-11J
 Weld RE-1
 Weldon Valley RE-20J

Eaton RE-2
 Pawnee RE-12
 RE-1 Valley
 Weld RE-5J
 Wiggins RE-50J

V A C A N C Y

Please Post

**Part-time (8 hours a week) Brailist
 2022-23 School Year**

<p>Responsibilities</p>	<p>This position is responsible for transcribing educational materials for students who are blind and visually impaired into alternative formats. In addition, this position provides support to the district's Program for Students with Visual Impairment, including students who are visually impaired and teachers certified to work with students with visual impairments (TVI).</p> <ol style="list-style-type: none"> 1. Transcribes print materials, not including textbooks and other books, which are not readily available from the Colorado Instructional Materials Center (CIMC), into literary braille for students with visual impairments. Materials that may be transcribed for classroom use may include: spelling lists, basic worksheets, etc. For braille production, uses computer software and technology. 2. Produces adaptive instructional materials for students with visual impairments in accordance to the TVI's specifications. Embosses, re-edits, and binds materials using various methods. 3. Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines. 4. Demonstrates knowledge and skill of human guide and instructional technology / tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc. 5. 6. Manages and maintains all braille, large print, and instructional material for students with visual impairments. 7. Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small groups under the direction and supervision of a TVI. 8. Orders office supplies and special materials for use with students who are visually impaired. Arranges equipment repair. 9. Performs other related duties as assigned, requested, or needed.
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalency 2. Current certification in Braille Competency by the Colorado Department of Education or pass the necessary CDE Braille evaluation 3. Shall possess the necessary CDE authorization 4. Demonstrate a thorough understanding of Special Education regulations, including the Free Appropriate Public Education, and Behavior Intervention Plans. 5. Demonstrate effective interpersonal and communication skills, both orally and in written form, with client population including professional staff, parents, students and outside agencies. 6. Demonstrate continuing commitment to uphold the ethical and



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	professional standards of conduct and current best practices for such position.
Skills, Experience, Other Requirements	<ol style="list-style-type: none"> 1. General knowledge of how to work with a student with a visual impairment. 2. Literary Braille Code (with CDE Certification) 3. Nemeth Braille Code Science Braille Code Tactile Graphics Braille Embosser 4. Braille Translation Software 5. Tactile Imaging Enhancer Thermoform 6. Word Processing / Six Key Entry 7. General Office Equipment (fax, copier, scanner, etc.)
Application Deadline / Interview Timelines	Position open until filled.
Employment Date Benefit Package and Salary Range	<p>August 15, 2022 P.E.R.A., P.E.R.A. 401K/457, HFWA leave \$25.00-\$35.00/hr</p>
Submit Application Materials To:	Please apply through Applitrack at the Centennial BOCES website, www.cboces.org / Employment Opportunities. Please include cover letter, resume, and three current letters of reference by the application deadline.

Centennial BOCES does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, genetic orientation, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Centennial BOCES compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Opportunity Affirmative Action Compliance Office for Centennial BOCES, 2020 Clubhouse Dr., Greeley, CO. 970-352-7404.