Los Angeles Unified School District - Job Opportunity

Job Posting Title
Instructional Aide - Braille (Instructional Assistance)

Reference code
JP24-092-XA2

Minimum Salary
$ 28.57 Hourly

Maximum Salary
$ 34.79 Hourly

Application Open Date
04/15/2024

Application Close
07/15/2024

Information about LAUSD

Apply now - We are recruiting for INSTRUCTIONAL AIDEs (BRAILLE) for the upcoming 2024-2025 school year!

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

**LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (https://www.lausd.org/helpdesk) available Mondays through Fridays from 7:30 AM to 5:30 PM.**

THE POSITION:
An Instructional Aide (Braille) reinforces subject matter, educational materials and exercises that have been presented by a teacher or are related to classroom instruction; assists teacher in supervising students; and operates a braillewriter electronic braille printer, and other related

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equipment to prepare instructional materials for visually-impaired students.

An Instructional Aide (Braille) receives general supervision from certificated staff. Technical guidance may be received from a Braille Transcriber. No supervision is exercised over District employees.

This position is 6 hours per day and is C Basis (9 months). When completing your "desired employment" questionnaire please indicate if you are willing to work in a "C Basis" position. Additionally, please note that paid time-off will be adjusted accordingly for 9 month positions.

LAUSD is currently seeking well-qualified candidates to fill INSTRUCTIONAL AIDE (BRAILLE) positions for the Special Education Division.

For more information about the Visual Impairment Program in LAUSD's Division of Special Education, please visit: https://www.lausd.org/Page/15740

THE IDEAL CANDIDATE will:
- Have experience assisting students with visual impairments in a variety of Career Technical Education areas, including the use of computers and related software
- Have the ability to interact effectively with the student, teacher, administrators, and potential employers of students.
- Have the ability to provide clear and precise oral instruction to students with visual impairments
- Be dependable and reliable

TYPICAL DUTIES:
- Installs specialized software and peripheral devices related to adaptive equipment and assists with implementing accessibility features on laptops, tablets, smartphones, and other similar devices.
- Operates a brailletewriter electronic braille printer, and other related equipment to perform basic uncontracted transcriptions of class agendas, tests, worksheets, and other instructional materials into braille.
- Provides detailed oral descriptions of activities, events, images, graphs, charts or pictorial curriculum content.
- Reads printed words and braille to students; reinforces instruction in subject matter that has been presented by a teacher; reinforces student
organization, communication, and daily living skills; and assists a teacher in supervising students.

- Reads and overwrites student-produced braille to provide immediate feedback to teacher during classroom and instructional activities.

- Assists a teacher in enforcing rules.

- Assists students in the use of assistive technology equipment and related software to access educational content and information in basic educational areas.

- Reinforces orientation and mobility skills, along with safe and appropriate use of mobility devices.

- Creates raised-line drawings by hand and/or with a tactile graphic enhancement machine.

- Enlarges printed material on copying machines. Assists in maintaining and organizing supplies, books, equipment and other visually-impaired related resources; and assists visually-impaired students in accessing aforementioned resources.

- Utilizes scanning devices and software to scan printed documents and generate a braille document.

- May record classroom assignments on recording devices.

For a complete class description, please visit https://lausdjobs.org/, under > Employee Resources and select > Job Descriptions. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities.

**Benefits**

BENEFITS:

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

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Minimum Requirements

Please note the “Minimum Entrance Qualifications” for both the Education and Experience listed below and on the class description must be met in order to move forward in our selection process.

ENTRANCE REQUIREMENTS:
EDUCATION** - In compliance with the Every Students Succeeds Acts (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

- Completion of 48 semester units or 72 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 District Proficiency Test and the Instructional Assistant Test.

EXPERIENCE - Six (6) months of experience as a paraprofessional working with visually-impaired students; OR six (6) months of experience working in a visually-impaired resource room, visually-impaired Low-Incidence Learning Center (LILC), or classroom for the visually-impaired; OR six (6) months of experience performing basic Braille transcription; OR satisfactory completion of a course in braille transcription from the National Federation of the Blind, Braille Institute, or Library of Congress.

Library of Congress certification as a Literary Braille Transcriber or Proofreader is preferable.

SPECIAL: A valid driver’s license to legally operate a motor vehicle in the State of California and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL PHYSICAL REQUIREMENT: Set up and lift equipment weighing up to 20 pounds

*IMPORTANT NOTE: In order to qualify you need to meet the educational requirements. As such, you MUST upload your high school diploma or evidence of equivalent educational proficiency and your
official college degree or official college transcripts to your candidate profile, under "Attachments." We screen applications based on the minimum requirements and need to verify the educational minimum entrance requirement is met.

**Candidates who have completed high school, college, or university course work at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a “Detailed” evaluation report. The original of this degree evaluation must be presented.

For more information on Foreign Transcript Evaluation please visit https://achieve.lausd.net/Page/7876

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**Employment Selection Process**

The selection process tentatively consists of the following: a written/multiple choice test and a technical interview. After applications are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phase of our selection process.

This is a competitive process as we anticipate a number of well qualified candidates for this recruitment. Please make sure that you describe in DETAIL, your experience, education, and training that most closely relates to this position in the online application.

Furthermore, if you have assisted in an interim or other temporary assignment or worked out-of-class for a significant and specified duration of time, include the contact information of your immediate supervisor during that assignment and be prepared to present verification from the official (local district superintendent, department administrator, or supervisor) validating your claim.

In your application you may include a professional resume, but it will NOT be in lieu of a detailed application.

It is imperative that your application reflects your true and accurate background.

PLEASE NOTE: Qualified Candidates will be required to present an unexpired government identification at the time of the test. If you are unable to attend the scheduled test date, rescheduling is NOT guaranteed. Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren’t accidentally placed into your spam/junk e-mail folder.

Visit us at www.lausdjobs.org
Please make sure to check your email on a regular basis as all notifications regarding this recruitment will be sent via email.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at [http://www.lausdjobs.org](http://www.lausdjobs.org).

If you have any questions regarding this recruitment, please contact Mercedes Quintanilla at m.quintanilla1@lausd.net.

**Application Process**

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?
Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org).

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

**Additional Posting Information**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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