

Instructional Aide (Braille)

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**Published Date:** Mar 24, 2025

**Location:** US

**Company:** Los Angeles Unified School District

### **SALARY DETAILS**

\$28.57 - \$34.79 Hourly

### **APPLICATION FILING DATES**

Application Open Date: 3/24/2025

Application Close Date: 5/05/2025

**Apply Now!**

*Note: Close date is subject to change and may be extended as needed.*

### **INFORMATION ABOUT LAUSD**

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 is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

**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 PST to 5:00 PM PST.

## **DEPARTMENT**

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

The Visually Impaired (VI) program provides services to students ages 3-22 with visual impairments whose vision loss meets the legal standard as either legally blind or partially sighted and negatively impacts their ability to access core curriculum and/or acquire the skills necessary to participate in fundamental life activities.

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

## **THE POSITION**

**This position is 6 hours per day and will work on a C-Basis (9 months) calendar schedule.** 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.

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 equipment to prepare instructional materials for visually-impaired students.

## **THE IDEAL CANDIDATE**

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

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.

## **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: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

## **JOB DUTIES**

An Instructional Aide (Braille) reinforces instruction in subject matter, including braille, presented by a teacher, and prepares braille and large-print instructional materials for visually-impaired students by operating specialized equipment. **The work requires basic knowledge of the braille system.**

- 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 braillewriter 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.
- Reinforces orientation and mobility skills, along with safe and appropriate use of mobility devices.
- Enlarges printed material on copying machines.

**Please Note:** This is not an exhaustive list of responsibilities of this position. For a comprehensive list of duties performed, please refer to the class description via our website <https://www.lausd.org/Page/18661>.

### **MINIMUM 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, if applicable, your official college degree or official college transcripts to your application. 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>

### **EMPLOYMENT SELECTION PROCESS**

The selection process *may* consist of the following: a Computerized Multiple Choice Test, a Technical Project, and/or 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.

Application materials (your candidate profile, resume, and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. *As such, please make sure that you describe in DETAIL your experience, education, and training that most closely relates to this position in your application.*

This is a competitive process and we anticipate a number of well qualified candidates for this recruitment. You may include a professional resume, but it will **NOT** be in lieu of a detailed application and the required questionnaire. It is imperative that your application reflects your true and accurate background. 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.

**\*\*Please be sure to include correspondence from @lausd.net AND @successfactors.com as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. ALL notifications regarding this recruitment will be sent via email.\*\***

**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. We encourage you to visit our website periodically to check for the next recruitment and we encourage you to apply to any positions for which you believe you meet the minimum qualifications. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://careers.lausd.org/pc>.

## **APPLICATION PROCESS**

### **DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net) or call 213-241-3455, weekdays from 8:00 AM PST to 4:30 PM PST. To find out whether the application deadline has been extended, visit the website at: <https://careers.lausd.org/pc>. 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.

If you have any questions regarding this recruitment, please contact Mercedes Quintanilla at [m.quintanilla1@lausd.net](mailto:m.quintanilla1@lausd.net).

> Note: Our applicant system is only compatible with Chrome, Firefox, and Microsoft Edge.

### **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.

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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