

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

742 Harrison Blvd., Ogden, Utah 84404
Telephone (801) 629-4702 Voice, (801) 629-4701 TTY
Salt Lake Telephone (801) 464-2000 Voice, (801) 464-2001 TTY
Toll Free in Utah 1-800-990-9328

Announces
the Position of
Braille Proofreader Aide
(Two positions available)

Location: Utah Schools for the Deaf and the Blind
742 Harrison Blvd.
Ogden, UT 84404

Announcement No. 48-10
Schedule IN
DPNs 50905, 50908/6370

JOB SUMMARY Provides quality assurance by assisting the certified Braille proofreader(s) in the production of Braille accessible instructional materials for blind/visually impaired students; works alongside Braille proofreader to verify proof copy of Braille transcription against original script to detect grammatical, typographical, or compositional errors and marks; helps ensure Braille documents are formatted correctly; consults reference books or secures aid of Braille proofreader and/or transcribers to check references to rules of grammar and composition; performs other duties as assigned.

JOB REQUIREMENTS/SKILLS Must be able to read and understand instructional materials in a variety of curriculum areas and on instructional levels from kindergarten through high school; read and interpret tactile graphics in a variety of curriculum areas, including language arts, mathematics, science, and social studies; review and/or edit documents for accuracy and completeness; understand and apply grammatical, typographical, and compositional rules to Braille material; understand and use common proofreading and standard printers= marks; use automated software applications; communicate clearly and effectively, both verbally and in writing. Successful completion of criminal background check is required for these positions.

SALARY AND BENEFITS Hourly rate \$8.00. Benefits will be limited to Social Security. These positions are exempted by law from the provisions of competitive career service. The State requires employees to receive their pay through Direct Deposit or EPPICard.

ASSIGNMENT PERIOD These are part-time, temporary appointments. Work schedule Monday through Friday, three-and-three-fourths (3-3/4) hours per day.

OPENING DATE: August 4, 2010

CLOSING DATE: Open until filled.

HOW TO APPLY: SUBMIT APPLICATION AND/OR RESUME TO:

UTAH SCHOOLS FOR THE DEAF AND THE BLIND
HUMAN RESOURCE OFFICE
742 HARRISON BLVD.
OGDEN, UT 84404

Reasonable accommodation is provided in the interview process for known disabilities of otherwise qualified applicants. To request a reasonable accommodation in the interviewing process, please contact the Human Resource Office, (801) 629-4705 or (801) 629-4726, at least 24 hours prior to the interview.

The State of Utah, Executive Branch, participates in the Federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program.

Utah Schools for the Deaf and the Blind is an Equal Opportunity Employer and provides reasonable accommodation to the known disabilities of applicants.