



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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[www.hcps.org](http://www.hcps.org)

June 23, 2022

AN EQUAL OPPORTUNITY  
EMPLOYER

### VACANCY ANNOUNCEMENT

#### Braille Technician – Itinerant C. Milton Wright High School

To assist teachers in the instructional program and Coordinate activities for students with visual impairments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Assists with the implementation of Individual Education Plans for students with visual impairments
- Reinforces teachers instructional plans with individuals or small groups of students
- Assists the teachers in the preparation of instructional materials
- Reviews special assignments with students
- Gives individual help to students
- Assists teachers with testing programs
- Assists teachers with field trips and assemblies
- Assists with unique, special needs of students
- Assists the teacher with clerical needs related to instruction
- Transcribes materials from print to Braille and interlines Braille to print
- Assists students in using Braille

#### OTHER RESPONSIBILITIES

- Participates in staff development programs
- Performs other work-related duties as assigned

#### SALARY

Starting Salary for Braille Technicians (\$36,805)  
May increase with additional education and experience

#### EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School Diploma or GED.
- Strong verbal and interpersonal skills
- Experience with children who are visually impaired
- Workable knowledge of Braille Levels I and II
- Ability to transcribe print to Braille proficiently
- Ability to interline Braille to print proficiently
- Ability to be certified by the Library of Congress

#### HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

#### DEADLINE

Online employment applications will be accepted until **July 5, 2022**.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org) or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***