BRAILLE TRANSCRIBER

Purpose Statement
The job of Braille Transcriber was established for the purpose/s of providing support to the instructional program with specific responsibilities for transcribing educational materials into alternative format (Braille, large print, tape) for visually impaired students; responding to questions from students, parents, and/or staff regarding methodologies and available resources; and maintaining resource inventory for teachers and students. The position is systemwide, therefore, the Braille Transcriber may report to one or more buildings, as needed.

This job reports to Teacher - Special Education, Principal, and/or Director Student Support Services

Essential Functions

• Assists with instruction given to visually impaired students, individually or in small groups, as assigned, for the purpose of facilitating students growth in academic areas.

• Assists other staff in the supervision of students during classroom and school activities (e.g. recess, lunch periods, field trips, extra curricular activities) for the purpose of ensuring a safe and productive environment.

• Assists students with assigned work for the purpose of reinforcing concepts and checking work for completeness and accuracy.

• Generates reverse Braille translation for the purpose of providing transcription for use by sighted persons.

• Observes and records student performance and behavior, using appropriate behavioral techniques for the purpose of facilitating social and emotional growth.

• Operates large print copier for the purpose of reformatting materials to meet the needs of individual students.

• Prepares alternate format materials (e.g. recopy, replace pages, etc.) for the purpose of providing educational materials for visually impaired students.

• Provides in-service training to other staff (e.g. regarding student’s disabilities and mode of communication) for the purpose of complying with the student’s IEP and to assist other staff become more effective in working with the student.

• Provides professional staff with input regarding child’s progress or difficulties for the purpose of assessing what the child is learning.

• Responds to inquiries from a variety of sources (e.g. teachers, principals, Student Support Services staff, parents and students ) for the purpose of providing information and/or direction as may be required.

• Transcribes educational materials into appropriate method (e.g. Braille, large print, audio tape, CD, etc.) for the purpose of providing educational materials for visually impaired students.

Other Functions

• Adheres to all safety and housekeeping standards established by the department for the purpose of maintaining a clean, safe, and orderly workplace.

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; operating standard office equipment; performing standard clerical procedures; and utilizing pertinent software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Braille (Literary and Nemeth) Codes; Braille transcribing; office methods and practices; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience is required.

Education

Targeted job related education that meets organization's prerequisite requirements.

Equivalency

Two years of transcribing experience. Prefer Library of Congress certification.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade