

BRAILLE TRANSCRIBER

DEFINITION:

Under general supervision, to perform a variety of Braille translation and transcribing functions and activities; to assist in the learning experience of the visually impaired; to perform routine clerical and supportive tasks for instructional personnel; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Transcribes a variety of instructional materials and textbooks into Braille
- Utilizes the specialized hardware, specialized software programs, Braille embosser, scanner and other related equipment for the purpose of converting print into medium used by visually impaired students
- Assists students individually or in groups with the instruction in Braille and operation of the Braillewriter
- Prepares a wide variety of tactile aids such as maps, models, diagrams, and other media with raised line drawings, diagrams, and charts to accompany text, tests, and other materials for the purpose of assisting students in participating academically in their classrooms
- Edits and binds materials
- Consults with classroom and specialist teachers to prepare adaptive instructional materials for students with visual impairments
- Tutors and reinforces instruction of Braille to individuals or small groups of students as directed by the teacher
- Requisitions, stores, and maintains an appropriate inventory of instructional materials and supplies for the visually impaired program
- Transcribes classroom materials into Braille for the purpose of assisting students in accessing the core curriculum
- Orders textbooks and other books from appropriate sources to ensure students have comparable classroom materials
- Binds and labels books, tests, and other materials
- Maintains a variety of records and files, including confidential student records and information
- Operates modern office equipment including computer, photocopier, scanner

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, equipment, and techniques used in Braille transcription
- Literary Braille code, specialized codes such as Nemeth
- English usage, punctuation, spelling and grammar

Ability to:

- Assume responsibility for supervising students.
- Operate a specialized hardware, computer, and other specialized office machinery
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Appropriately manage student behavior
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment
- Work independently
- Appreciate human diversity
- Establish and maintain cooperative working relationships with staff, students, peers and parents
- Work cooperatively with others

- Understand and carry out oral and written instructions.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by additional courses in college or associates degree. Experience working with the visually impaired preferred. Possession of a Library of Congress Certificate demonstrating efficiency as a Braille Transcriber, or will obtain within one year of hire.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents may be required to obtain a valid First Aid/CPR certification from an authorized agency within a designated probationary period.
- Successful passage of the District's Proficiency Test or have passed the CBEST.
- Possession of a valid California Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized hardware, computer and other specialized equipment.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor students in the classroom and on the playground
- Bending at the waist, kneeling or crouching to assist students.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.
- Walking to and from transportation and assisting students to classroom.

WORK ENVIRONMENT:

Indoor classroom/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Potential contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.
- Working around or with machinery having moving parts.
- Seasonal heat and cold or adverse weather conditions.

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