

Job Description

Job Title: **Braille Transcriber**
 Job Family: **Student Service**
 Pay Program: **Classified**
 Prepared/Revised Date: **February 2016**

Job Code: **1223**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 19**
 Typical Work Year: **9 months**

SUMMARY: Work under the supervision of a certified vision teacher to implement services for students who are visually impaired by transcribing Braille and Nemeth code and producing recorded materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist certified staff by recording, word processing, enlarging or otherwise reproducing and accommodating textbooks, workbooks, testing and other instructional materials according to teacher specifications and educational standards. Produce independently and accurately braille material into industry standard formats, including the ability to switch codes per students' needs. Work from print copy to produce accurate adapted materials in an efficient and timely manner including maps, diagrams, charts etc. Proofread materials for errors and operate all equipment used in the adaptation of printed materials. Write print over Braille (interline). Understand and remain current with any changes in textbook, literacy and codes. Read and interpret written and/or verbal instructions. Fill out forms and communicate in oral and written form.	W	70%
2. Train or teach braille, computer programs and all other equipment to paraprofessional staff as recommended by certified staff. Check various sources when a book is requested to see if it is available to download before starting to scan. Mark online sources for downloading materials, ordering resources, etc.	D	10%
3. Assist in integrating visually disabled students into school activities. Communicate updated information concerning students' performance, progress, behavior, health, emotions and concerns in a timely manner. Encourage and ensure appropriate student performance/behavior. Model appropriate expectations and behavior for students.	D	10%
4. Maintain records of equipment, maintenance, location and history. Transport equipment, determine proper functioning and make arrangements for repair or replacement. Maintain appropriate inventory of instructional aids/books. Maintain records related to inventory status, information received and student data.	W	5%
5. Attend conferences, classes, and forums as needed. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in training leading towards a certification. Demonstrate competency in performing the duties of a Brailist or passing grade state braille competency test or National Library of Congress braille competency exam.
- Minimum of one year of experience in performing the duties of a brailist.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facility locations.
- State braille competency test or National Library of Congress braille certification required within 24 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of visual disabilities, general knowledge of the special education department and district policies.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of standards and efficient accuracy in preparation of tactual materials such as maps, diagrams, charts, etc.
- Knowledge of general concepts necessary to accommodate directions for the visually disabled student.

- Competency and efficiency with all equipment used in the adaptation of printed materials.
- Understand and use all current Braille codes.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Special Education Coordinator	4120

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy			X	
Coordinate		X		
Instruct		X	X	
Compute		X		
Synthesize			X	
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	