

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.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Transcribes a variety of instructional materials, such as tests, study sheets, maps, textbooks, and charts into Braille.
2. Overwrites student's Braille classwork and homework into written or typed format.
3. Duplicates and enlarges tests, study guides, and instructional materials.
4. Assists students individually or in groups with instruction in Braille and operation of braillewriter.
5. Requisitions, stores, and maintains an appropriate inventory of instructional materials and supplies for the visually impaired program.
6. Prepares tactile instructional materials.
7. Binds and labels books, tests, and other materials.
8. Uses good judgment regarding appropriate action to assist injured or physically ill students.
9. Maintains a variety of records and files, including confidential student records and information.
10. Operates modern office equipment including computer, typewriter, and photocopier.

QUALIFICATIONS

Knowledge of:

Methods, equipment, and techniques used in Braille transcription; literary Braille code; specialized codes such as Nemeth, foreign language and music is desired; English usage, spelling, grammar, and punctuation; routine record management.

Ability to:

Operate a Braille writer, computer, typewriter, and other related office machinery; demonstrate a positive and caring attitude towards students; utilize a variety of instructional materials and procedures to enhance a positive educational environment; understand and carry out oral and written instructions; communicate effectively in oral and written form; perform general clerical work; appreciate human diversity; maintain cooperative working relationships. Comply with the District's customer service standards, as outlined in Board Policy.

CAPISTRANO UNIFIED SCHOOL DISTRICT
Braille Transcriber – Page 2

Education/Experience:

Completion of twelfth grade. Experience in dealing with the visually impaired is preferred.

License/Certificate Requirement:

Possession of a Library of Congress Certificate demonstrating efficiency as a Braille Transcriber.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.