



For the future of every student

CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:

Under the supervision of the Executive Director of Special Education or administrative designee, and under the daily guidance and direction of the Teacher of the Visually Impaired, transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students; prepare necessary materials for visually impaired students to receive regular school information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print; determine appropriate format for visually impaired students; assure materials are prepared in accordance with student needs and established time lines.

Prepare, format, transcribe and adapt instructional materials such as books, worksheets, tests, study materials, student assignments, homework and other materials for visually impaired students in accordance with established Braille translation guidelines.

Utilize a Perkins Braille or computer and specialized software to scan, import, transcribe and adapt a variety of instructional materials and other documents into Braille according to established Braille guidelines; emboss, collate and bind Braille materials.

Proofread, edit and verify accuracy of transcribed materials; type instructional materials, worksheets, homework assignments and other documents in large type print for partially sighted students; utilize a copier to enlarge documents to appropriate size.

Translate Braille materials into printed words for teachers and other staff as needed; confer with teachers and other personnel concerning instructional materials and student needs; modify instructional materials to meet the individual needs of students as appropriate.

Prepare materials and books for utilization at various school sites; distribute and collect materials; monitor and assess student needs to determine material requirements; modify instructional materials to meet the individual needs of students as appropriate.

Prepare raised-line drawings of graphs, maps, charts, diagrams, illustrations and other graphics according to instructional material content and student needs; record books onto tape as needed; utilize tap recorder.

Assist with the instruction of visually impaired students; work with and assist students individually with reading, art projects and various other learning activities; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor and maintain adequate inventory levels of large print and Braille books and materials as needed; research new materials; order, receive, process and distribute a variety of books and instructional materials for the visually impaired; collect and prepare books and materials for return.

Communicate with faculty, staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of specialized equipment including an embosser, binding machine, slate and stylus; drive a vehicle to conduct work.

Participate in coordinating and conducting Braille Club activities for visually impaired students; assist with various disability awareness programs.

Assist visually impaired students with computer lab learning activities as needed.

Maintain various records related to books and assigned activities.

Participate in a variety of other assigned activities such as accompanying students on field trips, administering oral tests and arranging for equipment repairs.

OTHER DUTIES:

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as needed; monitor and report progress regarding student performance and behavior.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment and techniques used in Braille transcription and the preparation of raised-line drawings and large type print.

Grade 2 Braille, Nemeth Braille formatting, and related rules and guidelines.

Operation of a computer and specialized Braille software.

Practices and procedures involved in the instruction of visually impaired students.

Proper operation and use of Braille and large print transcription equipment and machines.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Braille translation codes, rules, practices and guidelines.

Learning issues and problems related to the visually impaired.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students.

Prepare necessary materials for visually impaired students to receive regular school information.

Operate a variety of specialized equipment including a copier, Perkins Brailler, embosser and book binding machine.

Proofread, edit and verify accuracy of transcribed materials.

Determine appropriate format of materials for visually impaired students.

Operate a computer and specialized peripherals and software.

Monitor and assess student needs to determine material requirements.

Type or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Maintain various records and files.
Communicate effectively both orally and in writing.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (passed) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

In addition to the above standards, applicants must have coursework in literary Braille, and prior experience (which can be concurrent with coursework) preparing Braille, tactile, and large format print materials and/or working with visually impaired students.

LICENSES AND OTHER REQUIREMENTS:

Requires a valid Certificate from the Library of Congress in Literary Braille.

Mathematics Braille (Nemeth Code) certification desirable.

May require a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching.

Approved by Personnel Commission:

06/18/2008

Revised:

07/08/2020