

Sweetwater Union High School District

BRaille TRANSCRIBER I

Purpose Statement

The job of Braille Transcriber I is done for the purpose/s of transcribing educational materials into alternative format (Braille, large print, tape etc.) for visually impaired students; providing information and/or clerical support as needed; and maintaining equipment inventory for teachers and students.

Essential Functions

- Transcribes educational materials into appropriate method (e.g. Braille, large print, etc.) for the purpose of providing educational materials for visually impaired students in the appropriate format.
- Obtains transcribed documents, planed transcribed documents, and other material (e.g. text books, classroom assignments, projects, etc.) for the purpose of materials being transcribed into Braille for re-circulation.
- Interlines Braille copy for the purpose of providing a transcription of Braille materials for use by sighted persons.
- Generates reverse translation for the purpose of providing transcription for use by sighted persons.
- Assists with maintaining supplies and equipment (e.g. performing annual physical inventory, vendor contact, maintenance scheduling, etc.) for the purpose of ensuring availability of specific materials used for transcribing to assist students and/or teachers in the educational process.
- Operates a variety of office and Braille equipment (e.g. braillewriter, computer, specialized software applications, typewriter, embosser, scanner, recording equipment, copiers, etc.) for the purpose of providing staff and students with appropriate materials.
- Supports assigned staff and administrators (e.g. filing, copying, answering phones, etc.) for the purpose of ensuring the orderly operations of the Visually Impaired Program.
- Repairs alternate format materials (e.g. recopy, replace pages, etc.) for the purpose of providing educational materials conducive to learning for visually impaired students.
- Responds to a variety of inquiries (e.g. teachers, vendors, students, etc.) for the purpose of providing necessary information as may be required.

Other Functions

- 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 periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in profession including large print copier; 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 technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: Braille (Literary and Nemeth) Codes; Braille transcribing; office methods and practices; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; 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 defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities 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 using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent and two years of related experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates & Licenses

Valid Braille Transcriber Certificate issued by the Hadley School for the Blind.

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 2/19/13

Salary Range: 52