

# Sweetwater Union High School District

## EDUCATIONAL TRANSCRIBER

### Purpose Statement

The job of Educational Transcriber is done for the purpose/s of transcribing educational/instructional materials into alternative format (written print, visual aid, etc.) for deaf/hard of hearing and/or visually impaired students; providing information and clerical support as needed; and maintaining equipment inventory for teachers and students.

### Essential Functions

- Transcribes educational materials into appropriate method for the purpose of providing educational materials for deaf/heard of hearing and/or visually impaired students in the appropriate format.
- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans.
- 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 alternative format for re-circulation.
- Confers with teachers for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Generates visual aids for the purpose of providing transcription for use by deaf and/or heard of hearing persons.
- Repairs alternate format materials (e.g. recopy, replace pages, etc.) for the purpose of providing educational materials conducive to learning for deaf/heard of hearing and/or visually impaired students.
- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implement plans for redemption of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
- Maintains instructional materials and/or manual and electronic student files and records (e.g. adapting instructional materials, checking papers, attendance, set up adapted projects, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Supports assigned staff and administrators (e.g. filing, copying, answering phones, etc.) for the purpose of ensuring the orderly operations of the assigned program.
- Assists with maintaining supplies and equipment for the purpose of ensuring availability of specific materials used for transcribing to assist students and/or teachers in the educational process.
- Participates in a variety of meetings, workshops, seminars, training, conferences, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs record keeping and clerical functions (e.g. scheduling, copying, filing, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.

### 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 multiple, non-technical tasks with a potential need to 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 printing 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: TypeWell transcription program; office methods and practices; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify 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 similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. 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 following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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 one year of job related experience.

**Required Testing**

Pre-Employment Proficiency Test or 48 college credits

**Certificates & Licenses**

TypeWell Program

**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*