

# Sweetwater Union High School District

## BRaille TRANSCRIBER II

### Purpose Statement

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

### Essential Functions

- Transcribes educational materials, including math instructional 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.
- Oversees the work of other Braille transcribers (e.g. lead, guide, train, direct, etc.) for the purpose of providing guidance and supervision to appropriate parties.
- 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.
- 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. cataloging and maintaining library books, materials, 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.
- 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 advanced math; 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; proper operation of Braille and large print transcription; 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 wide 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 a variety of 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: provide supervision and guidance; perform a variety of Braille translation and transcription functions and activities; effectively and efficiently transcribe printed materials into Braille; 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 three years of job 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; Nemeth Code for Mathematics Certificate issued by 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*