

Braille Transcriber I

Purpose Statement

The job of Braille Transcriber I is done for the purpose/s of providing support to the instructional program with specific responsibilities for transcribing educational materials into alternative format (Braille, large print, tape) for students with visual impairments; responding to questions from students, parents, and/or staff regarding methodologies and available resources; and maintaining resource inventory for teachers and students.

This job reports to Assigned Administrator

Essential Functions

Assists with ordering an inventory of supplies and equipment (e.g. acquisition of printed materials, textbooks, fiction books, and print materials from a variety of sources, etc.) for the purpose of preparing educational materials to be utilized by visually impaired students.

Attends meetings and in-service presentations (e.g. workshops and conferences, etc.) for the purpose of acquiring and/or conveying information for job functions.

Generates reverse Braille translation for the purpose of providing transcription for use by sighted

Interlines Braille copy for the purpose of providing a transcription of Braille materials for use by teachers.

Operates a variety of specialized equipment (e.g. copier, laminator, scanner, binder, tactile image enhancer, Perkins Braille, Braille embosser, etc.) for the purpose of reformatting materials to meet the needs of individual students.

Performs a variety of office support activities (e.g. correspondence, filing, book orders, supplies, etc.) for the purpose of ensuring the completion of work for the department.

Repairs alternate format materials (e.g. recopy, replace pages, binding Braille and large print books, etc.) for the purpose of providing educational materials for students with visual impairments.

Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.

Supervises orders, receipt of catalogs and distribution of books and instructional materials (e.g. maintenance of the library of specialized materials; maintenance of books, supply, instructional materials inventories; records and files relating to student data, etc.) for the purpose of providing necessary instructional materials for students with visual impairments.

Supports assigned staff and administrators (e.g. supporting teachers in the instruction and supervision of students who are visually impaired, preparation of materials for students, etc.) for the purpose of ensuring the orderly operations of the Visually Impaired Program.

Transcribes educational materials into appropriate method (e.g. Braille, large print, audio tape, CD, etc.) for the purpose of providing educational materials for students with visual impairments.

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 routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; operating standard office equipment; performing standard clerical procedures; utilizing pertinent software; and training staff and students.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Braille (Literary and Nemeth) Codes; Braille transcribing; Braille textbook format code and foreign language Braille code and basic knowledge of Unified English Braille; methods of preparing tactile aids; understanding of assistive technology for students with visual impairments; and functions of word processing, procedures and equipment and ability to stay updated with new technological developments.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; establishing and maintaining effective working relationships; ability to transcribe a variety of instructional materials into an appropriate media such as Literary Braille, and Nemeth Code; and utilizing Perkins Braillewriter and large type print.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

30