

Job Title: Braille Transcriptionist
Department: Special Education
Reports To: Assigned Special Education Coordinator II
FLSA Status: Non Exempt
Salary Schedule: SA/01/11



SUMMARY:

The Braille Transcriptionist works under the direction of the Teacher(s) for the Visually Impaired, to provide transcribed core instructional materials for print disabled individuals in Braille formats including Literary, Nemeth, or UEB Math, Science, and Music, utilizing the Braille specific software program(s) and operating embossing machines. The Transcriptionist creates Braille tactile graphics using Tiger or other pertinent software for orders received and interlines materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Translates or transcribes the materials into the Music, Science, Nemeth, or UEB Math Braille format, Textbook Braille format, Literary Braille format, and into tactile graphics.

Ensures initial transcription is proofread and/or checked.

Binds the final draft of the book.

Completes projects with a print copy of the literary braille.

Interlines braille, upon request.

Translates or transcribes the materials according to each student's level (i.e., double- or single-spaced braille and/or uncontracted, partially contracted, or fully contracted braille.

May need to scan, clean up documents, and/or 6 key-in information as part of the process of translating or transcribing materials.

Picks up materials that needs to be produced or delivers materials that have been produced.

Researches repositories and keep a file that is easily accessed to retrieve tactile graphics.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must be Braille literary.

Must be self-motivated and able to follow through on varying assignments. Must be detailed oriented and accurate with assessing reports.

Must be proficient with computer applications for preparing documents & spreadsheets, and entering data using specialized data software for the Special Education Department and Program. Must become familiar with student information systems to perform related tasks. Must have proficient typing, 10-key calculator, and computer skills.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Must possess good human relation skills to work with administrators, teachers, and parents in an effective, pleasant manner.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have the Library of Congress Braille Literary Certification. Must complete Nemeth within two years of date of hire. The Music Braille and Textbook Braille formats are preferred, but not required.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will occasionally work near moving mechanical parts. The noise level in the work environment is usually quiet.

Prepared By: Special Education Director			Date: 10/21/2019
Approved By: Assistant Director, Human Resources			Date: 10/22/2019
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	