

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**BRAILLE TRANSCRIBER**

DEFINITION:

Under general supervision, performs a variety of Braille translation and transcription functions and activities; provides classroom based reinforcement of disability specific skills required for students with visual impairments, performs routine clerical and supportive tasks for instructional personnel; locates, orders, and receives Braille and other instructional materials for visually impaired students.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Performs Braille translation and transcription of printed material and oral instructions; determines appropriate format and prepares a variety of instructional support materials; utilizes a Braille code form to transcribe Braille material using a Braille typewriter or specialized technology.
- Prepares copies of tests, study materials, textbooks, charts, and others for visually impaired students; types instructional materials, lessons, and worksheets in large type print for partially sighted students; operates specialized equipment to enlarge and copy instructional materials.
- Establishes systems for receiving and returning materials to be transcribed with individual teachers.
- Locate, order, and receive Braille and other instructional materials for visually impaired students; communicates with vendors, press representatives, and others to arrange for purchase, delivery, and loan of learning materials as assigned.
- Receives and distributes a variety of books and instructional materials in the program for the visually impaired from local or national sources; assures materials are received and returned as necessary; maintains appropriate inventory of books, supplies, and materials applicable to the program; travels to various sites to distribute materials.
- Provide reinforcement of disability specific skills required by students with visual impairments in a classroom setting. This could include areas such as braille, concept development or social skills.
- Provide real time transcription/description of graphic materials such as formatted math problems presented during the instructional portion of a math lesson.

- Relays questions and concerns from the classroom teacher relating to the adaptation or modification of curriculum materials for students with visual impairments, to the supervising teacher.
- Performs a variety of routine clerical and supportive tasks for instructional personnel, such as typing correspondence and letters, filing, opening and sorting mail, answering telephones and taking messages; provides information on program activities and respond to questions as appropriate.
- Catalogs and maintains library of visually impaired and Braille transcriptions, books, and others; checks materials in and out of library as needed.
- Operates a variety of office and Braille equipment including a copier, book binder, paper cutter, Braille embosser, computer and assigned software; operates a vehicle to transport materials as assigned.
- Communicates with parents, teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns.
- Prepares and maintains a variety of records and reports related to Braille materials, library activities, visually impaired students, and others related to assigned activities.
- Participates in other assigned activities such as communicating with donation organizations, ordering supplies, and arranging for/o performing minor equipment repairs.
- Drive frequently for department business.

#### QUALIFICATIONS:

##### Knowledge of:

- Instructional process and procedures pertaining to a program for the visually impaired;
- Proper operation and use of Braille and large print transcription equipment and machines;
- Braille codes, English usage, punctuation, spelling and grammar;
- Modern office practices, procedures, and equipment;
- Basic record keeping techniques;
- Oral and written communication skills;
- Operation of computer and assigned software;
- Interpersonal skills using tact, patience, and courtesy.

##### Skill and Ability to:

- Perform a variety of Braille translation and transcription functions and activities;

- Prioritize multiple transcription jobs in order to complete them in a timely manner;
- Perform routine clerical and supportive tasks for instructional personnel;
- Locate, order, and receive Braille and other instructional materials for visually impaired students;
- Communicate effectively both orally and in writing;
- Type or input data at an acceptable rate of speed;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative and effective working relationships with others;
- Maintain routine records;
- Operate a computer and assigned software.

#### EXPERIENCE AND EDUCATION:

Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities as described; a typical background may include graduation from high school and one year of varied clerical office experience including demonstrated experience in Braille translation work. Minimum educational requirement of high school diploma or equivalent.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid literary Braille Certificate issued by the Library of Congress.
- Valid California driver's license and evidence of insurance.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Dexterity of hands and fingers to operate Braille transcription and standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read and prepare Braille copies of tests and study materials.
- Reaching overhead and above shoulders to access a variety of materials.
- Bending at the waist, kneeling, or crouching to reach a variety of materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## JOB CLASSIFICATION FOR TRANSCRIBERS:

### ENTRY

- Some experience working with students with disabilities.
- Start Braille Codes and Calculations lessons under the supervision of Teacher of the Visually impaired.

### LEVEL 1

- Completion of Braille Codes and Calculations lessons under the supervision of the Teacher of the Visually impaired.
- One year experience providing classroom based instruction and transcription services to students with visual impairments.

### LEVEL 2

- Five years experience providing classroom based or office based transcription services.
- The ability to use appropriate technology to produce textbooks following BANA (Braille Authority of North America) standards for Braille codes; Literacy Nemeth.

### LEVEL 3

- Possess Library of Congress Certification

## TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.