
Position:	Braille Transcriber	FLSA:	Non-Exempt
Department/Site:	Special Education	Salary Grade:	19
Reports to/Evaluated by:	Assistant Director of Special Education	Salary Schedule:	Classified

SUMMARY

Prepare Braille transcriptions and large print, tactile, and aural media materials for use in elementary and secondary level curriculum by visually impaired students needing access to educational materials in alternative formats.

DISTINGUISHING CAREER FEATURES

The Braille Transcriber is a specially trained position within the instructional support environment and is certified by the Library of Congress in Literary Braille, and has competency in Nemeth Code for Math Transcription.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Transcribes a variety of elementary and secondary grade level instructional materials into Braille for use by visually impaired students.
- Using specialized Braille equipment and computer aided software, converts teacher-made lessons, tests, printed text, math and science symbols, music (based on ability) and books not otherwise available in Braille. Adds texture to pictures and charts and may create simple tactile graphics or raised line drawings.
- Translates communications, homework, and test papers between students and teachers, assuring comprehension, accuracy of subject matter, and compensation for differences in communication abilities.
- Enlarges printed materials for use by students with limited visual acuity. Transfers materials to computer files that can be accessed by specialized software.
- Assists with preparation of instructional and testing materials.
- Confers, as needed, with teachers concerning student needs.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires competency in translating literary and math Braille. Requires knowledge of basic clerical and record keeping processes. Requires basic knowledge of special education programs and processes. Requires knowledge and skill at

using personal computers and other equipment to produce Braille, tactile, and large print. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.

Abilities: Requires the ability to read and write Braille. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to perform work at multiple school sites.

Physical Abilities: Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds. Requires sufficient manual and finger dexterity to demonstrate learning aids, to point out important words/figures, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, curriculum, etc., of light-to-medium weight (under 50 pounds).

Education and Experience: The position requires a high school diploma or equivalent and coursework in literary and math Braille and prior experience (which can be concurrent with coursework) preparing Braille, tactile, and large format print materials.

Licenses and Certificates: May require a valid California driver's license and insurance coverage required by law. Certificate from the Library of Congress in Literary Braille is required.. Additional certificates in Nemeth Mathematics Braille and Music Braille are helpful. Requires coursework and/or experience with the Nemeth Code for Math Transcription.