

**BRaille TRANSCRIBER  
BRaille TRANSCRIBER TRAINEE**

**DEFINITION****Braille Transcriber:**

Under the supervision of a site administrator and daily work direction of a credentialed teacher (s) for the visually impaired, transcribes a wide variety of instructional materials at all grade levels, into Braille, large print, and other media; assists visually impaired students with use of the materials; provides clerical support to the teacher; and performs other related duties as assigned.

**Braille Transcriber Trainee:**

Learns the above tasks during a six-month training period.

The typical duties and employment standards are representative of positions within these two classifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Operates computers, utilizing specialized software and other Braille devices, to transcribe a wide variety of instructional materials at all grade levels, such as daily lessons, textbooks, puzzles, tests, reading materials, etc. into Braille or large print; determines format, spacing, and inclusions in order to produce an accurate and useful translation; prepares a wide variety of tactile aids such as maps, illustrations, charts, models, diagrams, and other media using tactile graphics kit, puffy paint, thermoform machine, etc.; makes Braille copies and enlargements; prepares aural media aids using recording equipment. Works closely with certificated staff to ensure materials are prepared appropriately and accurately. Provides transcription support to students throughout the District and may train and/or provide work direction to trainee/volunteer braillists.

Performs a variety of clerical duties in support of program; contacts suppliers to locate instructional and other materials; prepares requisitions and related correspondence; operates equipment such as Braillewriter, computer, thermoform machine, recorders, etc., and maintains in running order or arranges for repair; maintains inventory of equipment and instructional materials and other files and records.

As necessary, attends general education classes with visually handicapped students; serves as a resource to general education teacher, assisting with student communication and assessment of learning progress; assists students by explaining new abstract concepts, and with reading Braille for subject understanding and assignment directions; corrects student lessons, organizes assignments and notes; takes class notes and translates into Braille; prints work done in class by the student on the Braille Lite; translates Braille into English for teacher and/or corrects Braille errors independently; communicates with the teacher concerning child's progress in a general education classroom. May be required to lift, push wheelchair, toilet, and transfer students during course of duties; travels to various sites within the District; performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Reading, writing and mathematics exceeding the 12<sup>th</sup> grade level; Literary Braille code for language preferably supplemented by a basic knowledge of Nemeth code for math; personal computers and standard software programs; specialized Braille transcription software programs; specialized equipment used in a visually impaired program; standard office equipment and general office procedures; correct written and spoken English usage including spelling, vocabulary and grammar; and principles of child behavior and development including special needs of blind and visually impaired students.

**Ability to:** Read, write and speak English proficiently; assist in instructing or assist in instructing readiness for reading, writing and mathematics in a classroom or assigned learning environment; transcribe and proofread a wide variety of instructional materials into correct literary Braille and from Braille into English; make good formatting decisions regarding spacing, inclusions, and method of translating visual aids; operate a variety of

equipment common to a visually impaired program (e.g. Braillewriter, Braille Lite, Braille embossers, thermoform machine, tactile graphics equipment, etc); operate a personal computer including standard and specialized Braille transcription software; type at a speed of 45 words per minute; work independently and spend the majority of work time transcribing Braille materials; work cooperatively with students, teachers, co-workers, site staff and others; communicate clearly and effectively; understand and follow oral and written directions; maintain records; schedule and perform work to meet established time lines; perform clerical duties; work with initiative and flexibility; and be reliable.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, sit, kneel, squat, bend, crawl, twist and reach on a daily basis to perform various activities in an educational environment; sufficient visual acuity to read print/text on computer screens and in a wide variety of typed formats; hearing sufficient to understand telephone and personal conversations; clarity of speech sufficient to explain instructional concepts to children and discuss them with adults; finger dexterity sufficient to operate a computer keyboard and Braille typewriter and prepare other instructional media; sufficient strength to lift and carry small Braille equipment and materials up to 20 lbs; mobility to visit classrooms and other locations on campus; mobility to travel to other school sites throughout the District. May be required to push a wheelchair, toilet, and transfer students during course of duties. Work is performed in primarily indoor environments but the necessity to go to different locations involves some exposure to the elements.

**Required Background Braille Transcriber:** Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements.

Successful completion of a basic Grade 2 literary Braille code course and/or passing a Braille proficiency test. Certification as a literary Braille transcriber from the Library of Congress and/or work experience with children is desirable.

**Required Background Braille Transcriber Trainee:** Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (minimum 48 semester hours) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) passing a rigorous assessment that demonstrates the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements.

Ability to operate a personal computer and standard word processing software and type at a speed of 45 words per minute. A trainee must further demonstrate a willingness and ability to successfully complete a basic Grade 2 Literary Braille code course, which includes all Grade 2 contractions and rules and operating the required programs and equipment within a training period of approximately six months.

**License and/or Certificates:** Possession of a valid California Class C driver's license, and the use of an automobile or proof of an equivalent mode of personal transportation.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.