

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### BRAILLE TRANSCRIBER

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#### **DEFINITION:**

Under the direction of the Director-SELPA, perform a variety of Braille translation and transcription functions and activities; transcribe a variety of instructional materials into an appropriate media such as Braille, large print and other special teaching aids for use by visually impaired students; determine accurate format for textbooks, tests, and instructional materials in braille to support assigned students; enlarge, emboss and interline adapted materials designed for visually impaired students; perform a variety of clerical and supportive tasks.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and transcribe a variety of instructional materials into an appropriate media such as Braille, large print, raised line drawings and other special teaching aids for use by visually impaired students; determine appropriate format; proofread and verify accuracy of transcribed materials.
- Bind, emboss, enlarge and interline adapted materials designed for visually impaired students.
- Catalog and maintain Braille library of large print, Braille transcriptions, textbooks and other materials; prepare textbooks and materials for shipment to various school sites and State depository; pack, wrap and label shipments.
- Assist assigned students using Braille and related materials; adapt materials to tactile format such as pictures, graphs, maps and charts using specialized software and Braille tools as appropriate; foster independence of visually impaired students.
- Modify instructional materials to meet the individual needs of students as appropriate.
- Read/interpret verbally written materials or print responses by the student to assist teachers in assessing and instructing students; modify instructional materials.
- Prepare and maintain a variety of records and files related to instructional materials, books, equipment, inventory and assigned activities; maintain student files.
- Perform a variety of routine clerical and supportive tasks; provide information on program activities and respond to questions as appropriate; retrieve mail; maintain inventory; maintain inventory and storage of braille materials, assessment tools, materials, adaptive teaching aids and specialized equipment; order program related supplies and equipment as directed.
- Operate a variety of standard classroom and office equipment including computer and assigned software; operate assistive materials and equipment for the visually impaired.
- Operate a variety of specialized equipment such as Braille transcription software, drawing software, tactile graphics tools, binding machines, Braille embosser and adaptive equipment; perform minor repairs to equipment and arrange for major repairs as necessary
- Drive a vehicle to conduct work and travel to various school sites.
- Attend and participate in meetings and in-service trainings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with school age children in an organization setting or learning environment and two years Braille translation and transcription experience.

#### Licenses and other Requirements

- Valid Literary Braille Certificate issued by the Library of Congress.
- Valid Library of Congress Certification in Unified English Braille Code.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

#### **DESIRED QUALIFICATIONS:**

- Valid First Aid/CPR certification.

#### Knowledge of:

- Child guidance principles and practices related to children with special needs including visual impairments.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Methods, equipment and techniques used in Braille code and transcription.
- Applicable braille specialized codes such as Nemeth Code, Literary Braille Code, Unified English Braille (UEB) and Braille formatting code (BANA).
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, policies and regulations.
- Proper operation and use of braille, large print transcription, specialized braille software and other adaptive equipment.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Operation of a variety of standard classroom and office equipment including computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

#### Ability to:

- Perform a variety of Braille translation and transcription functions and activities.
- Adapt materials into braille into an appropriate media such as Braille and large type print for visually impaired students.
- Enlarge and interline adapted materials.
- Prepare tactile aids.
- Reinforce braille instruction to individuals or small groups as directed by the teacher.
- Plan, format and create braille books and raised line drawings.
- Perform routine clerical and supportive tasks for instructional personnel.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Operate braille assistive software technology.
- Demonstrate an understanding, patient and receptive attitude toward visually impaired students.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.

- Maintain records and prepare routine reports.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/classroom/outdoor environment.
- Drive a vehicle to conduct work.

**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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting, carrying or pushing moderately heavy objects.
- Reaching overhead and above shoulders to access materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 6/2/88**

**Unit Approved: 6/9/88**

**Board Approved: 6/20/88**

**FLSA Status: Non Exempt**