

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Braille Transcriber, Grade 39**

DEFINITION:

Under general supervision, the Braille Transcriber transcribes a wide variety of instructional materials into Braille and large print; operates various Braille equipment including a Braillewriter, Braille word processor, computer and related software and electronic Braille printer; prepares tactile educational materials such as maps, charts, graphs, and pictures for students with visual impairments.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Adheres to the techniques, standards and procedures set forth by the Braille Authority of North America (BANA) and the National Braille Association (NBA);

Operates a Braillewriter, and/or Braille word processor, computer, electronic Braille printer, and other related equipment to prepare instructional materials in Braille or raised line format;

Transcribes a wide variety of instructional materials in Unified English Braille (UEB) and Nemeth Braille Code for Mathematics;

Describes or interprets pictures, graphs, and charts; prepares such items as raised line drawings, diagrams and charts to accompany text, tests, and other materials;

Serves as a technical resource to assist teachers of the visually impaired seeking assistance on use of a Braille code;

Coordinates with staff materials to be transcribed;

Duplicates and enlarges books, tests, worksheets and other educational materials;

Provides specialized tutorial assistance to students with visual impairments.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

CERTIFICATES AND LICENSES:

Possession of a current, valid Library of Congress Certificate for Braille Transcription.

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge, skills and abilities detailed below. An example of a typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English, and work experience with students with visual impairments in a school or other educational environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Braille transcription (EBAE, UEB and Nemeth) and print copy techniques;

General elementary and high school academic subject areas such as math, science, and English;

English pronunciation and grammar;

Records maintenance.

ABILITY TO:

Operate specially adapted computers, augmentative communication devices and other specialized equipment used by students with visual impairments;

Tutor individuals and small groups.

Communicate effectively orally and in writing;

Work effectively with students, teachers and staff;

Accept, understand and relate to students with visual impairments;

Perform routine clerical duties such as record keeping, and filing; provide own transportation to and from school and meeting sites. Work well under pressure of recurring deadlines.

Maintain confidentiality of information.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly and accurately.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Office /classroom setting. Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects up to 25 pounds.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
07/2003	Sept. 3, 2003	01/2018	Non-Exempt	39