

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

**CLASS TITLE:     BRAILLE TRANSCRIBER**

### **BASIC FUNCTION**

Under the direction of the Director of Special Support Services, perform a variety of Braille translation and transcription functions and activities; assist in locating, ordering and receiving Braille and other instructional materials for visually impaired students; perform routine clerical and supportive tasks for instructional personnel.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

Perform a variety of Braille translation and transcription of printed material and oral instructions; determine appropriate format and prepare a variety of instructional support materials; utilize a Braille code form to transcribe Braille material using appropriate equipment.

Prepare copies of tests, study materials, textbooks, charts and other materials for visually impaired students; type instructional materials, lessons and worksheets in large type print, tactual, aural and/or basic Braille for partially sighted students; operate specialized equipment to enlarge and copy instructional materials.

Assist in locating, ordering and receiving Braille and other instructional materials for visually impaired students; communicate with vendors, press representatives and others to arrange for purchase, delivery and loan of learning materials as assigned.

Receive and distribute a variety of books and instructional materials utilized in the program for the visually impaired from local or national sources; maintain an appropriate inventory of books, supplies and materials applicable to the program.

Assist in cataloging and maintaining library of visually impaired and Braille transcriptions, books and other materials; assist in checking materials in and out of library as needed.

Operate a variety of office and Braille equipment, including a braillewriter, computer and specialized software applications, typewriter, embossers, scanners, recording equipment, copiers and others.

Communicate with teachers, staff, administrators and various outside agencies to exchange information and resolve issues or concerns.

Perform a variety of office support activities, such as type correspondence and letters, filing, open and sort mail, answer telephones and take messages; provide information on program activities and respond to questions as appropriate.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Proper operation and use of Braille and large print transcription equipment and machines.

Braille codes, Nemeth (mathematics) code, English usage, punctuation, spelling and grammar.

Operation of office machines including computer equipment and specified software.

**ABILITY TO:**

Perform a variety of Braille translation and transcription functions and activities.

Communicate effectively in oral and written form.

Effectively and efficiently transcribe printed material into Braille and translate Braille into printed form.

Type or input data at an acceptable rate of speed.

Perform routine clerical tasks and operate a variety of educational and office machines and equipment.

Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school and two years of varied clerical office experience including demonstrated experience in Braille translation work.

**LICENSES AND OTHER REQUIREMENTS**

Valid Certificate of Braille Competency issued by the National Library of Congress is highly desirable.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor work environment

**PHYSICAL DEMANDS:**

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 enlarged copies of printed materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224.*

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