

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL TRANSCRIBER

BASIC FUNCTION:

Under the direction of an assigned supervisor, transcribe a variety of instructional materials into an appropriate media format; attend lectures and assure student understanding of instructional materials and activities; prepare necessary materials for hard-of-hearing students to receive regular school information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Transcribe a variety of instructional materials into an appropriate media format; attend, listen to and interpret lectures; input lecture information into an assigned computer system and generate related instructional materials.

Attend lectures and assure student understanding of instructional materials and activities; prepare for lectures by reviewing the syllabus and previous instructional materials; prepare lecture outlines for student use; present instructional materials and lecture outlines to students.

Prepare necessary materials for visually impaired students to receive regular school information; compile information and materials utilized in the enhancement of student understanding of instructional information and school activities.

Assist individual students during classroom activities; assist individual students with following lectures and other instructional activities; communicate student questions and comments to the teacher as appropriate.

Communicate with students, District personnel and outside agencies to exchange information and resolve issues or concerns related to transcription materials, equipment, instructional activities and assigned duties.

Operate a variety of classroom and office equipment including a computer and assigned software; operate transcription equipment.

Prepare and maintain records related to student progress and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, techniques and equipment used in transcribing instructional materials.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Word and sentence abbreviation and condensing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping techniques.

Basic research methods.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media format.

Attend lectures and assure student understanding of instructional materials and activities.

Prepare necessary materials for hard-of-hearing students to receive regular school information.

Abbreviate and condense words and sentences.

Operate transcription equipment.

Type or input data at an acceptable rate of speed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Maintain records.
Compile and verify data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the TypeWell Program.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate transcription equipment and a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Seeing to read and transcribe a variety of 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

*Paraprofessional Job Description
Adopted by BOT 9/18/06*