

Job Description Manual

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SECTION AUXILIARY PERSONNEL**AREA AUXILIARY PERSONNEL****TITLE C-Print Captionist/Tutor****QUALIFICATIONS:**

1. Typing speed of 60 wpm minimum.
2. Excellent English and listening skills.
3. Ability to understand and summarize information while typing.
4. Ability to handle pressure of transcribing in classroom setting.
5. Comfort working in a school setting with students and staff.
6. Computer and word processing knowledge.

REPORTING RESPONSIBILITY:

The Captionist/Tutor is directly responsible to the classroom teacher(s), the building principal and indirectly to the Supervisor of Special Education.

JOB GOAL:

The Captionist/Tutor interprets, translates and otherwise facilitates the integration of hearing impaired students into the typical school environment. The C-Print system provides a real-time text display that hearing impaired students can read on a second laptop computer or a TV monitor to understand what is happening in the classroom. Under the supervision of instructional personnel, he/she may serve as a tutor to hearing impaired students.

TERMS OF EMPLOYMENT:

Ten month contract consistent with the agreement negotiated with the applicable bargaining unit. Benefits as described in Policy 4973, Benefits-Classroom Assistants.

PERSONAL EVALUATION:

At least once each year, the Captionist/Tutor shall be evaluated in writing by the building principal or designee and the Supervisor of Special Education with input from the classroom teacher(s). The evaluation shall be based in part on the performance of responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES

1. Serves as a member of the educational team for the hearing impaired student.
2. Provides direct real-time transcription (note-taking) in the classroom through the use of a laptop computer and specialized software.
3. Provides edited printed copies of the class notes to students and teachers when appropriate.
4. Edits transcripts, maintains dictionaries, and prepares for class.
5. Is an information resource to students, staff, and others about C-Print services.
6. Demonstrates professional growth.
7. Follows the Code of Ethics for Captionists in all situations.
8. Facilitates peer communication.
9. Under the supervision of instructional personnel, may serve as a tutor to the hearing impaired student.
10. Directs the hearing impaired student to communicate questions and problems to appropriate instructional personnel and otherwise encourages the student's independence.
11. Performs other duties and responsibilities incidental to the position or assigned by the building principal or designee and/or the Supervisor of Special Education.

Position Description Approved: 12/21/99