

SERIES **AUXILIARY PERSONNEL**
SECTION **AUXILIARY PERSONNEL**
TITLE: **High School C-Print Captionist**

QUALIFICATIONS:

1. Typing speed of 75 wpm minimum
2. Excellent English and listening skills
3. Ability to work with student, parent(s) and staff
4. Ability to handle pressure of transcribing consistent with pace of class
5. Excellent word processing and computer skills
6. Ability to understand content of instruction
7. Ability to use text condensing strategies
8. Ability to input a computerized abbreviation system to reduce keystrokes

REPORTING RESPONSIBILITY:

The High School C-Print Captionist is directly responsible to the classroom teacher(s), the building principal and indirectly to the Supervisor of Special Education.

JOB GOAL:

The High School C-Print Captionist will perform in much the same way as a courtroom reporter who enters the spoken content by typing phonetic codes on a special keyboard that permits high-speed transcription. The High School C-Print Captionist will use a laptop computer (linked to the student's computer) utilizing custom software that quickly translates, via a combination of phonetic codes and typing, information into proper text. C-Print captioning will allow for increased accessibility to information in the classroom for deaf and hard of hearing students.

TERMS OF EMPLOYMENT:

Ten-month contract consistent with negotiated agreement.

PERSONAL EVALUATION:

The High School C-Print Captionist shall be evaluated consistent with Policy 4022, Evaluation of Staff. The evaluation shall be based in part on the performance responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

1. Develop rapport and work as a cooperative member of the educational team for deaf or hearing-impaired student.
2. Provide direct real-time transcription (note taking) in the classroom through the use of a laptop computer and specialized software.
3. Provide edited printed copies of the class notes to students and teachers (when necessary) at the end of each school day.
4. Edit transcripts; maintain dictionaries consistent with class needs and prepare appropriately for all classes by reviewing notes and syllabi, previewing texts, and meeting with teachers and student when needed.
5. Prepare and maintain equipment as needed.
6. Be an information resource to students, staff and others regarding the use of C-Print services.
7. Demonstrate professional growth.
8. Follow the Code of Ethics for Captionists in all situations.
9. Use feedback from supervisor, students and staff to provide notes of high educational quality and effectiveness.
10. Communicate with others in support of team goals and provision of quality service.
11. Attend meetings as requested, document service provided weekly, and maintain open lines of communication with the support service supervisor and other staff members.
12. Perform 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: 7/31/01