



SECTION                    3218  
CATEGORY                Educational Services  
SUB-CATEGORY         C-Print Captionist

**QUALIFICATIONS:**

1. New Jersey State Certificate as Educational Interpreter.
2. Exceptional writing, oral, interpersonal, communication, and analytical skills.
3. Knowledge of applicable laws, regulations, and procedures.
4. Experience working with hearing impaired persons preferred.
5. Demonstration of fluency in transcription including, but not limited to:
  - a. Typing speed of 75 words per minute minimum.
  - b. Maintaining transcription consistent with pace of class.
  - c. Summarizing instructional content appropriate to the age of the student.
  - d. Utilizing text condensing strategies and computerized abbreviation systems.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

The C-Print Captionist reports to the Supervisor. He or she works in collaboration with Building Administrators, Assistant Superintendents, and the Superintendent, as appropriate.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The C-Print Captionist shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

**JOB GOAL**

The C-Print Captionist, in accordance with Board policy and New Jersey Statute and guided by the Board-approved curriculum and goals as well as the administrative rules of the Superintendent, the Assistant Superintendents, and the Supervisors, is responsible for supporting assigned students.

**TERMS OF EMPLOYMENT**

Contract consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION**

The C-Print Captionist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Building Administrator(s),



Supervisor(s), the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, and/or the Superintendent, at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **I. Delivery of Services**

1. Develops a rapport and works as a cooperative member of the educational team for deaf or hearing-impaired students.
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 class notes to students and staff (when necessary) at the end of each school day.
4. Edits transcripts and maintains dictionaries consistent with class needs.
5. Prepares for all classes by reviewing notes and syllabi, previewing texts, and meeting with teachers and the student when needed.
6. Prepares and maintains equipment as needed.
7. Provides information and resources to students, staff, and families regarding the use of C-Print services.
8. Follows the Code of Ethics for Captionists in all situations.
9. Uses feedback from supervisors, students, staff, and families to provide notes of high educational quality and effectiveness.
10. Directs the hearing-impaired student to communicate questions and concerns to appropriate instructional personnel and otherwise encourages student independence.
11. Communicates with the student, staff, and family in support of team goals and provisions of quality service.
12. Attends meetings as requested, documents service provided weekly, and maintain opens lines of communication with the support service supervisor and other staff members.

### **II. Interaction with Students, Families, School, and Community**

1. Provides information to community groups and parents concerning programs for hearing impaired as requested or needed.
2. Initiates, facilitates and maintains liaison with community agencies and other resources to meet students' special needs.

### **III. Program Planning, Evaluation, and Reporting**

1. Provides recommendations for materials and equipment required for the student's program.
2. Participates in the development and implementation of in-service programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others.

### **IV. Professional Development**

1. Utilizes the evaluation process for self-reflection and personal growth.
2. Maintains and improves professional competence by keeping abreast of current developments, new trends, and contemporary interpretations within and beyond the role of the CST member.
3. Utilizes technology relevant to the position of C-Print Captionist.
4. Participates in articulation between the primary, intermediate, middle, and high school programs.
5. Attends district-sponsored professional development opportunities.
6. Participates in building and department meetings.



7. Serves on committees related to the position.
8. Seeks professional development opportunities outside of the school district for areas of professional interest or need.
9. Maintains all required or mandated training programs and updates related to the position.

V. District/Building Procedures

1. Follows policy and procedures related to school safety practices.
2. Monitors administration of assessments to ensure that students are following procedures as outlined as well as maintaining security and confidentiality for all assessments.
3. Implements guidelines and procedures as outlined for school trips and other functions off school grounds.
4. Attends special events held to recognize student achievement, and school-sponsored activities, functions, and events connected to the position.
5. Implements Board policy as outlined.

VI. Communication

1. Maintains communication with families in accordance with district policy and building protocol.
2. Attends meetings at the department, school, and district levels.
3. Works closely with administrators and guidance department staff regarding student scheduling problems, changes, and student progress.
4. Communicates concerns to the appropriate administrator.

VII. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2020 February 25