



**BRIEF DESCRIPTION OF POSITION**

The Braille Transcriber Paraeducator V works under the direct supervision of the Director of Special Education/Vision Specialist. They will work with the Itinerant teachers and the school Resource Specialist to assist students with visual impairments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Braille Transcriber

- a) Transcribes written copy into Braille as needed.
- b) Provides instructional support to students with visual impairments as directed by the Resource Specialist, the Itinerant teacher of the Visually Impaired and/or the Mobility Instructor.
- c) Orders Braille, large print and audio books and maintains an inventory.
- d) Produces tactile graphics.
- e) Assists with the use and control of assistive technology equipment for the Visually Impaired.
- f) Maintains/Orders visually impaired program materials supplies, inventory.
- g) Communicates/Interacts with general education teachers as needed.
- h) Collaborates with the general education teacher and SPED teachers.

**KNOWLEDGE AND ABILITIES**

Ability to:

- Transcribe materials into Braille at Level II.

<b>WORK YEAR:</b>	Paraeducator Work Year (10 months)
<b>WORK DAY:</b>	Monday to Friday, 6 hours per day
<b>EDUCATION:</b>	High School diploma and/or GED (required) 48 College Units and/or an Associate’s Degree or the successful completion of the ParaPro test
<b>LICENSES AND OTHER REQUIREMENTS:</b>	Transcriber Certification-Proficient Level II Braille Math Namath Valid California Driver’s License
<b>SALARY:</b>	Paraeducator V Salary Schedule
<b>BENEFITS:</b>	Medical, dental vision and life insurance (employee contribution)
<b>PHYSICAL CHARACTERISTICS:</b>	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
<b>WORKING CONDITIONS:</b>	Office and school environment. May be subject to constant interruptions. Subject to occasional noise from computer operation, and visual exposure to computer screens.