

JOB DESCRIPTION
San Diego County Office of Education

BRAILLE TRANSCRIBER

Purpose Statement

Under general supervision, the Braille Transcriber transcribes a wide variety of instructional materials into Braille and large print; operates various Braille equipment including a Braillewriter, Braille word processor, computer and related software and electronic Braille printer; prepares tactile educational materials such as maps, charts, graphs, and pictures for students with visual impairments.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions

- Adheres to the techniques, standards and procedures set forth by the Braille Authority of North America (BANA) and the National Braille Association (NBA).
- Operates a Braillewriter, and/or Braille word processor, computer, electronic Braille printer, and other related equipment to prepare instructional materials in Braille or raised line format.
- Transcribes a wide variety of instructional materials in Unified English Braille (UEB) and Nemeth Braille Code for Mathematics.
- Describes or interprets pictures, graphs, and charts; prepares such items as raised line drawings, diagrams and charts to accompany text, tests, and other materials.
- Serves as a technical resource to assist teachers of the visually impaired seeking assistance on use of a Braille code.
- Coordinates with staff materials to be transcribed.
- Duplicates and enlarges books, tests, worksheets and other educational materials.

Other Functions

Performs other duties as required.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Braille transcription (EBAE, UEB and Nemeth) and print copy techniques;
General elementary and high school academic subject areas such as math, science, and English;
English pronunciation and grammar;
Records maintenance.

ABILITY TO:

Operate specially adapted computers, augmentative communication devices and other specialized equipment used by students with visual impairments;
Communicate effectively orally and in writing;
Work effectively with students, teachers and staff;
Accept, understand and relate to students with visual impairments;
Perform routine clerical duties such as record keeping, and filing; provide own transportation to and from school and meeting sites. Work well under pressure of recurring deadlines.
Maintain confidentiality of information.
Demonstrate attendance sufficient to complete the duties of the position as required.
Complete routine tasks thoroughly and accurately.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: carrying, pushing, and/or pulling, and significant fine finger dexterity, and the ability to lift objects up to 25 pounds. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy office and classroom environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Two (2) years paid or volunteer experience producing and formatting materials into Braille literary and Nemeth Code of Mathematics for students with visual impairments. Possession of the Library of Congress certificate may stand in for one year of the required experience.

Education: High school diploma or equivalent document.

Equivalency: A combination of education and experience equivalent to a high school diploma or equivalent document and two (2) years paid or volunteer experience producing and formatting materials into Braille literary and Nemeth Code of Mathematics for students with visual impairments. Possession of the Library of Congress certificate may stand in for one year of the required experience.

Required Testing

N/A

Certificates

Possession of a current, valid Library of Congress Certificate for Braille Transcription preferred.

Continuing Educ./Training

Maintains Certificates and/or Licenses, if applicable

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test and TB Clearance

FLSA State: Non-exempt

Salary Range: Classified Support Grade 042

Personnel Commission Approved: September 3, 2003

Revised: 01/2018; 05/2021; 07/2022