

Job Title: Braille Transcriptionist

Wage/Hour Status: Exempt

Reports to: Director of Special Programs

Dept./School: Special Programs

Qualifications:

Education/Certification:

Proficient in Braille reading and writing and/or Library of Congress Certified Braille Transcriber in both manual and computer braille production. (Proficiency in braille reading and writing will be based on successful completion of a self instructional course and the ability to read and write braille with 100% accuracy in a timely manner.)

High School Diploma

Special Knowledge/Skills:

Knowledge of braille format, Nemeth code for Mathematics and Science

Computer skills

Keyboarding skills

Major Responsibilities and Duties:

1. Prepare adapted materials as needed by students, such as braille, large type, tactual maps in a timely manner.
2. Communicate with other school district staff and other agencies as necessary to order and disseminate materials necessary for implementation of the student's education program.
3. Use current accepted practices, as indicated by the VI professional staff in dealing with students with visual impairments.
4. Maintain confidentiality of student information.
5. Comply with policies and procedures of the districts and co-op.
6. Demonstrate proper use, care and storage of equipment.
7. Maintain proper safety and security precautions to prevent risk of injury to self or others.
8. Seek to improve job performance through self-assessment, skill development, training, and goal setting.
9. Take initiative in ways to improve efficiency and productivity.
10. Maintain a positive attitude, cooperation, and dependability to complete assignments.
11. Exhibit good judgment in decision making and problem solving.

Administration:

12. Comply with policies established by federal and state law, the State Board of Education, and the local management board.
13. Comply with all district and campus routines and regulations.
14. Maintain a positive and effective relationship with supervisors.
15. Communicate effectively with colleagues, students, and parents.

Professional

13. Model behavior that is professional, ethical, and responsible.
14. Adhere to applicable state and federal confidentiality standards.
15. Participate in professional development to improve skills related to job assignment.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain flexibility under changing school conditions and schedule demands.

** Includes information from the Professional School Counselor Performance Evaluation Form and Job Description distributed by the Texas Education Agency, August 1996.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee _____ Date _____