

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.

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.
- May work with small groups of students to provide assistance with materials in Braille.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
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:

ENVIRONMENT:

Duties are typically performed in an office setting. May be designated in an alternate work setting using computer-based equipment to perform duties. 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.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document; and

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; or

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, Licenses, Credentials
Valid California Driver's License
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
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 042

Personnel Commission Approved: Sept. 3, 2003

Revised: 01/2018; 05/2021; 07/2022; 06/2024