



MONONA GROVE

SCHOOL DISTRICT

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Position Description

Position Title:	Braille Transcriber
Department / Location:	District
Reports to:	Director of Student Services
Employees Supervised:	None
Classification:	School year
Status:	Non-exempt
Created / Revised:	May 19, 2025
Board Approved:	N/A

Position Summary

Under the supervision of the Director of Student Services, the Braille Interpreter/Translator ensures effective communication and accessibility for visually impaired students within the school district. This position will facilitate seamless interaction between visually impaired students, educators, and other stakeholders, enabling an inclusive learning environment.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Braille Translation:
 - a. Translate educational materials into Braille, large print or tactile formats, including textbooks, worksheets, exams, and other instructional materials.
 - b. Ensure accuracy and clarity in Braille translations to maintain the integrity of the content.
 - c. Maintains and monitors inventory of adaptive instructional materials and teaching aids for students with visual impairments.
2. Interpretation:
 - a. Provide real-time interpretation of classroom lectures, discussions, and other educational activities into Braille, large print or tactile formats for visually impaired students using appropriate technology.
 - b. Assist visually impaired students in understanding and participating in classroom activities by providing verbal descriptions and explanations as

needed.

3. Collaboration:
 - a. Collaborate with teachers, administrators, and other educational staff to ensure that Braille materials and interpretations align with curriculum standards and learning objectives.
 - b. Work closely with the Student Services Department to implement Individualized Education Plans (IEPs) and accommodations for visually impaired students.
4. Accessibility Support:
 - a. Assist in creating accessible formats for various educational materials, including electronic documents, audio recordings, and tactile graphics.
 - b. Provide training and support to teachers and staff on best practices for working with visually impaired students and utilizing Braille resources.
5. Assessment and Feedback:
 - a. Conduct periodic assessments of Braille materials and interpretations to ensure quality and effectiveness.
 - b. Gather feedback from visually impaired students and educational staff to continuously improve Braille services and accommodations.
6. Professional Development:
 - a. Stay informed about advancements in Braille technology, translation software, and accessibility standards.
 - b. Participate in professional development activities and training opportunities to enhance skills and knowledge related to Braille interpretation and translation.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain emotional control under stressful situations and deadlines without exhibiting negative behaviors.
8. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
9. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.
10. Must have working knowledge of computers and the internet to complete work related tasks and assist students, as needed.

Working Conditions

1. This position primarily operates within a school environment, including classrooms, offices, and meeting spaces.
2. Flexibility in working hours may be required to accommodate student schedules and special events.
3. Some physical exertion, such as moving Braille materials and equipment, may be necessary.

Physical Requirements

1. Must be able to engage in frequent standing, sitting, stooping, bending, kneeling, pushing, and pulling; up to 6 hours in an eight-hour day with or without back support.
2. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
6. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
7. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
8. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. Proficiency in Braille translation and transcription required.
2. Previous experience working with visually impaired individuals in an educational setting is preferred.
3. Strong communication and interpersonal skills.
4. Ability to work effectively in a team-oriented environment.
5. Knowledge of assistive technologies and accessibility standards is advantageous.

Licenses and Certifications

1. Library of Congress certification as a Literary Braille Transcriber preferred..

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.