

Job Title: **Braille Transcriber**
Job Family: **Student Service and Instructional Support**
Pay Program: **Classified**
Typical Work Year: **9 months**

Job Code: **1223**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G13**

SUMMARY: Work in collaboration with certified vision teachers to transcribe educational materials into accessible formats for students who are blind and/or visually impaired.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist certified staff by word processing, enlarging or otherwise reproducing and accommodating textbooks, workbooks, testing and other instructional materials according to teacher specifications and educational standards. Produce braille material independently and accurately into industry standard formats, including the ability to switch codes per students' needs. Create CVI (high contrast) and/or tactile object cards and/or CVI books to assist students with visual impairments. Work from print copy to produce accurate adapted materials in an efficient and timely manner including maps, diagrams, charts etc. Proofread materials for errors and operate all equipment used in the adaptation of printed materials. Write print over Braille (interline). Understand and remain current with any updates and changes in all braille codes.	D	67%
2. Maintain records of equipment, maintenance, location and history. Transport equipment and materials, determine proper functioning and make arrangements for repair or replacement. Maintain appropriate inventory of instructional aids/books. Maintain records related to inventory status, information received and student data.	D	15%
3. Search various online sources when instructional materials are requested to see if it is available to order and/or download.	W	5%
4. Assist in integrating students with visual impairments into school activities, on an as needed basis. Encourage and promote independence for all students with vision impairments. Ensure student is meeting safety standards.	D	5%
5. Communicate updated information concerning students' performance, progress, behavior, health, emotions and concerns in a timely manner. Encourage and ensure appropriate student performance/behavior. Model appropriate expectations and behavior for students.	M	5%
6. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Previous experience in performing the duties of a braille transcriber preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license
- Ability to travel frequently among district facility locations.
- State braille competency test or National Library of Congress braille certification required within 24 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of visual disabilities, general knowledge of the special education department and district policies.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of standards and efficient accuracy in preparation of tactual materials such as maps, diagrams, charts, etc.

- Knowledge of general concepts necessary to accommodate directions for the visually disabled student. Competency and efficiency with all equipment used in the adaptation of printed materials.
- Understand and use all current Braille codes.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of the Microsoft Office Suite, Braille translation software and Google applications.
- Operating knowledge of specialized equipment related to Visual Impairment Services.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Coordinator	4120

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
U50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy			X	
Coordinate		X		
Instruct		X	X	
Compute		X		
Synthesize			X	
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	