

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Braille Transcriber I (Nemeth Code) (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U.S. citizen or authorized alien.
- 2. Minimum age 20 years.
- 3. Associate degree (or higher) **or** 48 semester hours minimum to include: English Composition - 3 hours; English/Reading - 6 hours, and Mathematics - 6 hours **or** current passing score on the Para Pro Assessment for Louisiana and high school diploma.
- 4. Certification as Braille Transcriber (Nemeth Code) from Library of Congress.
- 5. Knowledge of educational programs and basic computer skills.
- 6. Willingness to complete certification in the Nemeth Code from Library of Congress.

REPORTS TO: Director of Students with Exceptionalities

JOB GOAL: Assists students with exceptionalities in meeting the goals set forth in the Individual Educational Program.

JOB SUMMARY: Works with classroom teachers in providing the Braille services that are needed in the educational program of visually impaired students. This position differs from that of Braille Transcriber II in that those incumbents of this position do not possess Braille Transcriber Certification (Nemeth Code) from Library of Congress.

ESSENTIAL JOB FUNCTIONS:

- 1. Works with classroom teachers in providing Braille material and training to visually impaired students.
- 2. Maintains adequate Braille materials for the use of the visually impaired student.
- 3. Maintains Braille lessons that are needed by the regular classroom teacher and/or the itinerant teacher of the visually impaired.
- 4. Maintains Braille textbooks, and segments of textbooks that cannot be purchased from American Printing House after registering with APH and receiving copyright permission.
- 5. Assists the visually impaired child with improving skills in the use of Braille.
- 6. Works with unique equipment used in the use of Braille.
- 7. Demonstrates the highest ethical and confidential standard when dealing with colleagues, students, and parents.

PHYSICAL DEMANDS: Possesses physical skills and stamina to perform all job responsibilities such as lifting, walking distances, standing, bending, stooping, bilateral hand usage, and reaching.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 1. Order and inventory material for visually impaired students.
- 2. Performs other appropriate tasks assigned by teacher(s) and /or Director of Students with Exceptionalities

TERMS OF EMPLOYMENT: Nine months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Service Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and
Agreed to by: _____ Date: _____
(Employee)

Employee’s Name (Please Print) Employee Identification Number

Original- Human Resources Department Copy- Supervisor Copy- Employee

(Rev. 06/2026)