

Simi Valley Unified School District

Classification: BRaille TRANSCRIBER	Revisions:
Department/Site: Elementary/Secondary School or Student Support Services	FLSA: Non-Exempt
Approved by: Personnel Commission, November 2007	Salary Range: 70, 75* (Classified)

Summary

Prepares Braille transcriptions and large print, tactile, and aural media materials for use in elementary and secondary level curriculum by visually impaired students needing access to educational materials in alternative formats. Provides instructional support to a variety of students who may be low functioning and require additional services.

Distinguishing Career Features

The Braille Transcriber is a specially trained position within the instructional support environment. The Transcriber is certified by the Library of Congress in Literary Braille. Advancement potential also exists to higher levels of specialized support which also have unique titles, qualifications and certification or a license.

Essential Duties and Responsibilities

- Transcribes a variety of elementary and secondary grade level instructional materials into Braille for use by visually impaired students.
- Using specialized Braille equipment and computer aided software, converts teacher-made lessons, tests, printed text, math and science symbols, music (based on ability) and books not otherwise available in Braille. Creates tactile adaptations of visual aides (such as maps, diagrams, graphs, charts, etc.) for use with academic subject matter. Prepares manipulative materials consistent with lesson content to facilitate student participation and understanding.
- Translates communications, homework, and test papers between students and teachers, assuring comprehension, accuracy of subject matter, and compensation for differences in communication abilities.
- Enlarges printed materials for use by students with limited visual acuity. Transfers materials to computer files that can be accessed by specialized software.
- Instructs students in literary and mathematical Braille symbols and format. Assists students with instructional assignments and reinforcement activities using learning materials.
- Assists teacher in adapting instruction and assignments for visually impaired students. Assists with preparation of instructional and testing materials. Suggests and may prepare materials that offer alternative approaches to facilitate student learning.
- Confers, as needed, with teachers concerning student needs. Alerts teacher to any special problems or information concerning students. Assists teachers and resource staff to develop and evaluate individual and group educational goals and objectives. Participates in meetings and in-service training programs as assigned.
- Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude. Must observe confidentiality. Must be discrete in responding to student behaviors whenever possible.
- Exercises constant supervision of students; observes, monitors, and controls behavior of students within approved procedures. Uses appropriate discipline in accordance with grade level, student's ability to understand discipline and approved procedures. Develops and uses incentives as positive reinforcement. Reports student behavior progress and performance to teachers; documents student progress, as needed.
- Assists in maintaining order among students in the classroom and school grounds. Assists and supervises visually impaired students and other students in moving from place-to-place in an orderly manner (i.e. school bus to classroom, classroom to restroom, lunch room, on playgrounds, on field trips and co-curricular activities).
- May lift, move and adjust students, especially non-ambulatory students.
- May assist students with personal hygiene matters, which could involve assisting with toileting and other personal care activities.
- Maintains accurate records of all transcriptions.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires: Basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Complete competency in translating literary and math Braille. Knowledge of the basic subjects taught in the District schools, including mathematics, grammar, spelling, language and reading, with sufficient competency to assist students with individual or small group studies. Basic knowledge of teaching and instruction methods. Knowledge of basic clerical and record keeping processes. Knowledge of special education programs and processes. Knowledge of and skill at using personal computers and other equipment to produce Braille, tactile, and large print. Sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.

▪ **Abilities**

Requires the ability to: Assist teaching staff with implementation of instructional goals and activities. Read and write Braille. Assess the needs of individual students and develop programs to meet those needs. Interact with teachers, parents, and specialists in order to carry out assigned duties. Oversee students, administer assignments and tests, and perform general clerical tasks. Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

▪ **Physical Abilities**

Requires: ability to perform in an indoor and/or outdoor learning environment or office setting engaged in work of primarily a sedentary to a moderately active nature; near visual acuity to read and write printed materials and computer screens; hearing and speech ability for ordinary and telephonic conversation, to speak to individuals and/or groups, and to hear sound prompts from equipment; ambulatory ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and reach work materials; sufficient manual and finger dexterity to demonstrate learning aids, to point out important words/figures to students, and to operate personal computers and specialized equipment; and the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight.

▪ **Education and Experience**

The position requires graduation from high school or equivalent and coursework in literary Braille, and prior experience (which can be concurrent with coursework) preparing Braille, tactile, and large format print materials and/or working with visually impaired students. Successful completion of the district's competency exam demonstrating knowledge of and the ability to assist in teaching reading, writing and mathematics (or readiness in those subject areas).

*Completion of 48 semester units at an institution of higher education, or an associate's (or higher) degree highly desirable. Incumbents hired into this classification, and who have completed (and provided proof) of this level of education will be assigned as a Braille Transcriber at salary range 75.

▪ **Licenses and Certificates**

Requires a valid Certificate from the Library of Congress in Literary Braille. Mathematics Braille (Nemeth Code) certification desirable. May require a valid California driver's license.

▪ **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.