

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:

Under the direction of a Director, Educational Services, transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students; prepare necessary materials for visually impaired students to receive regular school information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print; determine appropriate format for visually impaired students; assure materials are prepared in accordance with student needs and established time lines.

Utilize a computer and various specialized software and peripherals to scan, import, transcribe and adapt a variety of documents into Braille such as math, chemistry, foreign language, tests and other instructional materials according to Braille guidelines; emboss, collate and bind Braille materials.

Prepare raised-line drawings of graphs, maps, charts, diagrams, illustrations and other graphics according to instructional material content and student needs; produce drawings utilizing cotton, string, tools, die-cuts, photocopiers and raised-line paper and machines.

Proofread, edit and verify accuracy of transcribed materials; type instructional materials, lessons and other documents in large type print for partially sighted students; utilize a copier to enlarge documents to appropriate size.

Confer with teachers and other personnel concerning instructional materials and student needs; monitor and assess student needs to determine equipment and material requirements; modify instructional materials to meet the individual needs of students as appropriate.

Receive, process and distribute a variety of books and instructional materials for the visually impaired; notify instructors of new books and materials; apply bar codes to new items and input related information into assigned computer system.

Catalog and maintain library of visually impaired and Braille transcriptions, books and other materials; check materials in and out of the library as needed; assist teachers and other personnel with locating specialized instructional materials for the visually impaired as needed.

Operate a variety of specialized equipment including a Perkins Braille, embosser, binding machine and laminator; drive a vehicle to conduct work.

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Ewing Consulting Services

Utilize the internet, State-wide lists and other resources to research, obtain and confer with others concerning Braille and instructional materials for the visually impaired; recommend the purchase of textbooks and instructional materials as appropriate.

Communicate with County Office personnel and outside agencies to exchange information and resolve issues or concerns; clarify illustrations, special directions, graphs and other materials for students as needed.

Maintain various records related to instructional materials, books and assigned activities.

Pick up and deliver instructional materials and other documents to and from various County Office, school district and community locations; visit public libraries to check out materials for transcription.

Transcribe a variety of special materials into Braille and other media for the County Office such as menus, train and bus schedules, diplomas, agenda items and IEP's as directed.

Assist staff with operating computers, die-cuts, laminators and bindery machines as needed.

Attend and participate in various workshops and conferences as directed.

OTHER DUTIES:

Perform back-up receptionist duties as assigned

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment and techniques used in Braille transcription and the preparation of raised-line drawings and large type print.

Operation of a computer and specialized software and peripherals.

Practices and procedures involved in the instruction of visually impaired students.

Proper operation and use of Braille and large print transcription equipment and machines.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Braille translation guidelines and related Library of Congress rules and practices.

Learning issues and problems related to the visually impaired.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students.

Prepare necessary materials for visually impaired students to receive regular school information.

Operate a variety of specialized equipment including die-cuts, photocopiers, raised-line machines, Perkins Braille, embossers, binding machines and laminators.

Prepare raised-line drawings of graphs, maps, charts, diagrams, illustrations and other graphics. Catalog, circulate and maintain library of Braille transcriptions and instructional materials.

Proofread, edit and verify accuracy of transcribed materials.

Determine appropriate format of materials for visually impaired students.

Operate a computer and specialized peripherals and software.

Monitor and assess student needs to determine material requirements.

Type or input data at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records related to work performed.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized course work in Braille and one year experience transcribing materials into Braille.

LICENSES AND OTHER REQUIREMENTS:

Valid certification as a Braille Transcriber issues by the Library of Congress.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read and transcribe a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file and retrieve materials.