

MONTEREY COUNTY OFFICE OF EDUCATION

BRaille TRANSCRIBER

CLASSIFICATION: Classified

SALARY LEVEL: 32.5

WORK YEAR:

DEFINITION:

Under the direction of assigned Director - SPED, the Braille Transcriber assists in the production of educational materials into alternative format (braille, large print, audio) and provides instructional support for visually impaired students. Performs duties which relate to the ongoing special educational needs of students with visual impairment under the guidance of a teacher of visually impaired (TVI).

SUPERVISOR:

Director of SPED

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Transcribes/produces a variety of instructional materials into appropriate media including literary and Nemeth/UEB braille, large print and audio for use by students with visual impairments
- Interlines braille to print for use by sighted people
- Operates a variety of specialized equipment including Perkins brailler, braille embosser, computer, software programs, copier, and scanner
- Provides direct instruction to assigned student(s) under the guidance and instruction from the classroom teacher
- Plans and prepares appropriate educational activities according to lesson plans
- Creates tactile graphics using a variety of tactual materials and specialized equipment; Level IV responsible for creating complex tactile graphics using specialized computer software and embosser.
- Communicates with students using speech appropriate to the student's level of understanding including but not limited to, verbal, technology, functional signs, and braille
- Participates with other staff and team members regarding the implementation of behavioral and treatment plans
- Track student eligible medical support and input data
- Complete forms, logs and paperwork required for MediCal reporting
- Assists certificated staff in administering a variety of formal and informal assessments.

- Collects and reviews student data such as strengths, methods, strategies best used in support of goals.
- Monitors and evaluates student progress and completes records accurately
- Provides specialized health and behavioral support as assigned
- Administers medication as prescribed and directed by the classroom teacher or school nurse
- Accommodates the special needs of students such as toileting and diapering
- Supervises students on and off the bus, at recess, meals, on fieldtrips and all other times as directed by the classroom teacher
- May ride school bus to assist with students to monitor medical and behavioral problems
- Assists in mainstreaming students and monitors medical and behavioral issues as assigned
- Ensures a safe environment for the assigned student
- Monitors students' needs to determine equipment and material requirements
- Modifies instructional materials to meet the individual needs of students as appropriate
- May circulate from school to school and the various classes where the students are assigned
- Attends workshops, conferences and trainings to develop and maintain braille technical skills

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups of students; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 45 pounds and 100 pounds with assistance; physical stamina sufficient to stand or walk throughout student recess periods; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust pollen specific agents/ chemicals, cleansers, and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Specialized training appropriate for area of assignment (i.e., behavior training, sign language, braille, etc.)
- Experience working with individuals with special needs
- Computer experience

Knowledge of:

- Basic literary braille code and basic Nemeth/UEB codes

- First Aid
- Universal health precautions
- Strong English verbal and written communication skills including spelling, grammar and punctuation
- Braille literacy code to produce textbooks
- Methods, materials, equipment and techniques used in braille transcription
- Computer application software
- Proper operation and use of large print transcription equipment
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques

Skills and Abilities:

- Utilize the internet to research and obtain electronic media
- Transcribe a variety of instructional materials into an appropriate media such as tactile, large print and braille formats under direction of teacher of visually impaired
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English clearly and concisely, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Operate a variety of office machines including computers
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgment in unusual circumstances
- Understand and carry out oral and written directions
- Work both independently and function effectively within a team setting
- Provide specialized health care procedures as outlined by State regulations (training will be provided)
- Perform First Aid and CPR when necessary
- Maintain records related to work performed
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines

Licenses and Certifications:

- Valid California driver's license with evidence of insurability
- Passing Score on the MCOE Braille Competency Test
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment and maintains valid certification

Available Pay Stipend:

- There is a 5% pay differential for certification in National Literary Braille from the Library of Congress or the National Certification in Unified English Braille (NCUEB)

- There is a 5% pay differential for certification in Nemeth from the Library of Congress
- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language including Spanish and sign language as certified by Monterey County Office of Education
- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract

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