

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:

Under the direction of an assigned supervisor, transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings; prepare necessary materials for visually impaired students to receive regular school information; perform a variety of office support duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings; determine appropriate format; proofread and verify accuracy of transcribed materials; maintain a variety of records related to work performed.

Prepare copies of tests, study materials, textbooks and other materials for visually impaired students; type instructional materials, lessons, and worksheets in large type print for partially sighted students; overwrite Braille materials with printed words for teachers to read.

Operate a variety of office and specialized equipment including a copier, laminator, scanner, binder, large print typewriter, tactile image enhancer, Perkins Braille, Braille embosser and other specialized Braille duplicating equipment; arrange for major repairs as necessary.

Bind Braille and large print books; prepare books and materials for utilization at various school sites; deliver and pick up materials from school sites.

Receive, process and distribute a variety of books and instructional materials utilized in the program for the visually impaired; maintain inventory of visually impaired and Braille transcriptions, books, and others.

Perform a variety of office support activities, such as typing correspondence and letters and filing activities; provide information on program activities and respond to questions as appropriate.

Communicate with teachers, other departments and outside agencies to exchange information, resolve issues and coordinate activities.

Assist teachers in the instruction and supervision of students who are visually impaired.

Participate in the acquisition of printed materials, such as textbooks and other materials; communicate with vendors, press representatives and others to arrange for the purchase, delivery and loan of learning materials as necessary.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment and techniques used in Braille transcription.

Operation of a computer and specialized software.

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

Interpersonal skills using tact, patience and courtesy.

Basic math.

Oral and written communication skills.

Modern office practices, procedures and equipment.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media such as Braille, large type or raised line drawings accurately.

Format and create Braille books and raised line drawings.

Operate a variety of specialized equipment including a Braille transcriber and binder.

Operate a computer and specialized software.

Prepare a variety of tactile instructional materials.

Understand and follow written and oral directions.

Learn policies and objectives of assigned program and activities.

Type at an acceptable rate of speed.

Compose correspondence and written materials independently.

Maintain records and files.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and demonstrated experience transcribing materials into Braille.

LICENSES AND OTHER REQUIREMENTS:

Certificate in Braille from Library of Congress

Incumbents in this class are required to pass a basic skills proficiency exam.

Some positions in this class may be required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Travel from site to site as required by position.

PHYSICAL DEMANDS:

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

Hearing and speaking to exchange information.

Lifting, carrying, pushing and pulling books up to 40 pounds.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally to reach books.

Bending at the waist, kneeling or crouching to reach supplies and books.