

**Escondido Union High School District  
Job Description**

**Job Title:** Braille Transcriber  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**Reports To:** Director of Special Education  
**FLSA Status:** Nonexempt  
**Salary Level:** Range 24  
**Approved By:** Board of Education  
**Approved Date:** 12/07/2010

**NATURE OF WORK**

Transcribe instructional materials into Braille, large print, and other media and assists visually handicapped students while in school with the use of the materials.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

Use computer programs (Open Book and Duxbury) and Braille typewrite (Braille Lite), transcribe a wide variety of instructional materials, such as lessons, textbooks, tests, reading material into Braille or large print.

Assist with identifying, ordering and processing a variety of instructional materials.

Determine format, spacing and inclusions in order to produce an accurate, useful translation without excessive length.

Prepare a wide variety of tactile aids such as maps, illustrations, models, diagrams and other media.

Make Braille copies and enlargements.

May attend regular classes with visually handicapped students to provide assistance with communication.

Assist students by explaining new abstract concepts, reading Braille for subject understanding and assignment directions.

Correct student lessons, translating Braille into English for teacher and/or corrects Braille errors independently.

May be required to travel between school sites – mileage compensated.

**QUALIFICATIONS**

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

**KNOWLEDGE OF:**

Modern office methods; business English usage, including vocabulary, correct grammatical usage, and punctuation; modern filing methods; braille and common office machines.

**ABILITY TO:**

Operate braille writer, large print typewriter, and other related office appliances and instruments skillfully; perform a variety of responsible clerical work; understand and carry out oral and written directions; deal tactfully and courteously with others; operate a computer to produce braille.

**EDUCATION and/or EXPERIENCE**

High School Diploma and post secondary education/courses to provide the necessary skills to perform the duties of the position, including literary braille and knowledge of Nemeth code.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certification as a Braille transcriber from the Library of Congress (Grade 2 literary Braille) desirable. Sufficient training and skilled transcribing experience acceptable, verified by successful completion of a proficiency test. Must possess valid California Driver's License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**COMMENTS:** The individual assigned to this position must demonstrate a professional demeanor and must have the ability to work well with teachers and students of all ages. Must be able to work independently and to spend the majority of work time transcribing Braille materials.