

**Job Summary:**

The job of Braille Transcriber was established for the purpose/s of changing printed material to a medium that can be used by visually impaired students and teachers; e.g. Braille and large type. He/she is responsible for obtaining and maintaining all books and materials for the Visually Impaired program.

**Essential Functions:**

- ▶ Assists students with Braille and Braille technology in the classroom for the purpose of providing classroom support.
- ▶ Assists teachers in preparing classroom materials for the purpose of accessing current curriculum including issuing books and materials.
- ▶ Brailles student classroom materials (worksheets, study guides and books) for the purpose of assisting students in accessing the core curriculum.
- ▶ Enlarges student classroom materials (worksheets, study guides and books) for the purpose of assisting students in accessing the core curriculum.
- ▶ Maintains Braille, large print books and books on tape for the purpose of maintaining a library of available visually impaired materials for students and teachers.
- ▶ Maintains inventory of materials on loan from the state for the purpose of assisting students in participating academically in their classrooms.
- ▶ Orders Braille, large print books, and books on tape for the purpose of providing students with comparable classroom materials.
- ▶ Performs other duties as assigned for the purpose of supporting and maintaining the program for the visually impaired.
- ▶ Reproduces maps, drawings and diagrams for the purpose of assisting students in participating academically in their classrooms. Transcribes students' classroom materials (worksheets, study guides and books) for the purpose of converting print into medium used by visually impaired students.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - operate a computer to input data;
  - operate a scanner;
  - operate electronic equipment;
  - operate a Braille writer, Braille embosser and Thermoform machine;
  - prepare a variety of tactile aids;
  - maintain routine records;
- ▶ **Knowledge of:**
  - Braille codes;
  - literature;
  - mathematics;
  - sources where books already brailled may be obtained;
  - inventory methods;
  - methods, materials and techniques used in Braille transcription as prescribed by the Library of Congress;
  - methods of preparing tactile aids such as maps, models and diagrams;
- ▶ **Abilities to:**
  - write clearly and legibly;
  - complete state reports and inventories;
  - work under time constraints to complete assignments;
  - perform general office work;
  - work independently without direct supervision.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience with increasing levels of responsibility is desired.

**Education Required:**

- ▶ Targeted job-related education that meets organization's prerequisite requirements.
- ▶ High school diploma or the equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Certification of Braille skills by Library of Congress Division of Blind and Physically Handicapped, or willing to enroll in a program leading to the certification of Braille skills.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**August 2013**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.