

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:

Under the supervision of the Principal or designee, assists teachers and students by transcribing educational materials to/from Braille, large print or tape recordings; prepares various instructional aids; orders and receives Braille and other instructional materials for visually impaired students.

ESSENTIAL FUNCTIONS:

Transcribe a variety of instructional materials into an appropriate media such as Braille, large print or raise-line drawings and other special teaching aids for use by visually impaired students.

Determine appropriate format of instructional materials.

Proofread and verify accuracy of transcribed materials.

Organize and prepare transcribed materials in accordance with established National Federation of the Blind (NFB) Braille translation guidelines such as United English Braille, English Braille American Edition, The Nemeth Braille Code for Mathematics, and the Code of Braille Textbook Formats and Techniques translation guidelines.

Prepare braille copies of tests, worksheets, maps, textbooks, charts and other instructional aids and materials utilizing textbook formation rules, Braille codes, English usage, grammar, spelling and punctuation.

Operate a variety of specialized equipment including copier, Braille embosser, computer and assigned software.

Locate, order, and receive Braille and other instructional materials for visually impaired students.

Catalog and maintain records of braille transcription, books and other materials.

Maintain an appropriate inventory of books, supplies and materials.

Assist blind students with braille instruction or classroom academics.

Maintain registration of legally blind students with the California Department of Education.

Attend various workshops and conferences as assigned.

Perform all aspects of the position.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Operation of a computer and specialized software; braille translation software, braille embossers, and other related office machinery and instruments with speed and accuracy.

Knowledge of web based computer braille files when translating files from print to braille and editing.

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

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

Keyboard effectively.

Knowledge of the Nemeth Code for Mathematics.

Possess the basic knowledge of computer braille code, foreign language code and the code for Chemical Notation.

Knowledge of the design and production of tactile graphic representations of print materials.

Modern office practices, procedures and equipment.

ABILITY TO:

Perform a variety of Braille translation and transcription functions and activities.

Communicate effectively in oral and written form.

Demonstrate a good command of the written language and the ability to proofread and edit materials.

Demonstrate understanding, patience and a receptive attitude concerning the instructional and social needs of blind and partially sighted students.

Maintain confidentiality.

Work collaboratively with others as needed to achieve shared goals.

Plan and organize assigned work to meet schedules and timelines.

EDUCATION AND EXPERIENCE REQUIRED:

High School diploma or equivalent and two years experience in transcribing materials into Braille or equivalent Braille coursework.

LICENSES OR OTHER REQUIREMENTS:

Possession of a Library of Congress Certificate demonstrating proficiency as a braille transcriber.
Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and Classroom environment.

BOARD APPROVED: May 16, 2023