

BRAILLE TRANSCRIBER

Reports to: Coordinator
Division: Special Education

Our ideal candidate

You are a culturally caring and empathetic professional with creative problem-solving skills who cares about the people you work with and the students receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times. You have satisfactorily fulfilled all requirements, and have been accepted as a Braille Transcriber, Certified by the Library of Congress in Literary Braille.

General description

Under the direction of an assigned supervisor, transcribe a variety of instructional materials into an appropriate media such as Braille, large print and tactile representation for use by visually impaired students.

Specific duties and responsibilities

- Transcribe a variety of instructional materials into an appropriate media such as braille, large print 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 Perkins Braillewriter, braille embosser, book binding machine, and thermoform machine
- Order braille and large print books and materials from the state and other agencies and maintain files of purchases and borrowed materials
- 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

Requirements

Education: Any combination equivalent to graduation from high school and instructional technology pertaining to the blind or visually impaired.

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Experience: Two years experience in transcribing materials into Braille or equivalent Braille coursework.

Knowledge and Skills:

- Methods, materials, equipment and techniques used in Braille transcription
- Operation of a computer and specialized software; braille translation software, braille embossers, Thermoform Brailon Duplicator, scanning and OCR technology
- 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

Abilities:

- 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 time lines

Licenses and certificates

- Possession of a Library of Congress Certificate demonstrating proficiency as a braille transcriber. Update of United English Braille (UEB) certification for transcribers.
- May require a valid California driver's license

Working conditions

Typical office and classroom environments.

Salary range 68

Approved by the Personnel Commission:	Aug. 28, 1997
Revised:	Jan. 29, 1998
Revised:	Dec. 14, 2017