

## BRaille TRANSCRIBER

### DEFINITION

A Braille Transcriber operates a braillewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials including literature, math, science, and foreign language into braille including books, class agendas, worksheets, and tests.

### TYPICAL DUTIES

Transcribes a wide variety of instructional materials into an appropriate media such as Unified English Braille or raised line drawings.

Operates a braillewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials into appropriate formats including literature, math, science, and foreign language into braille including books, class agendas, worksheets, and tests.

Coordinates with teachers and other certificated staff on materials that need to be transcribed. Adheres to the techniques, standards and procedures set forth by the Braille Authority of North America (BANA).

Interprets pictures, graphs, and charts in a highly descriptive manner when transcribing books into braille.

Proofreads and verifies accuracy, and edits transcribed materials and writings in specific Braille codes in a variety of mediums, including, paper and digital.

Collates and binds Braille books and materials.

Produces tactile pictures, graphs, maps, charts and other visuals using a computer, related peripherals and specialized software.

Serves as a technical resource to assist aides and teachers of the visually impaired seeking assistance in the use of Braille code and related tools and technologies

Remains current in computer technology as it relates to braille production, and interfaces with the student's Braille-related assistive technology

Maintains and organizes Braille files in a variety of mediums, including, paper and digital.

May participate in the acquisition of printed braille materials, such as books, textbooks and instructional materials.

May travel to various district sites to perform required duties.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Braille Transcriber operates a braillewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials including literature, math, science and foreign language into braille including books, class agendas, worksheets, and tests, and is proficient in one or more specialized braille methods.

An Instructional Aide (Braille) assists in the classroom to reinforce instruction in subject matter, including braille, presented by a teacher, and prepares braille and large-print instructional materials for visually impaired students by operating specialized equipment. The work requires basic knowledge of the braille system.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities.

## SUPERVISION

Immediate supervision is received from a certificated administrator. Technical guidance is given to Instructional Aide (Braille) personnel.

## CLASS QUALIFICATIONS

Knowledge of:

- Literary, including advanced levels of Unified English Braille (UEB), textbook format, foreign language codes, and the Nemeth math and science code
- Transcription software such as Duxbury, Braille 2000, MathType, TactileView, Kurzweil, and Quick Tac
- Embossing equipment such as Juliet Pro, Juliet Pro 60, Romeo Pro, Romeo Classic, Romeo RB40, Tiger, and Index Basic D
- Scanners such as a flatbed scanner and a document camera Methods, materials, and techniques used in Braille transcription
- Methods of preparing tactile aids such as maps, models, graphs, charts, and diagrams
- Computer applications such as word processing and email
- Inventory methods and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy Oral and written communication skills
- Modern office practices, procedures and equipment

Ability to:

- Transcribe contracted and un-contracted braille, following the Braille Authority of North America (BANA) guidelines and standards
- Communicate effectively orally and in writing
- Accurately transcribe a variety of instructional materials into an appropriate media such as Braille, or raised line drawings
- Prepare a variety of tactile instructional materials
- Plan, format and create Braille books and raised line drawings
- Apply reasoning to adequately capture the nuances, subtleties, or similar elements of the written work
- Operate a variety of specialized Braille equipment Operate a computer and specialized software
- Work independently with little direction
- Understand and follow written and oral instructions
- Learn policies and objectives of assigned program and activities
- Learn applicable sections of the State Education Code and other applicable laws
- Compose correspondence and written materials independently
- Maintain records and files

Establish and maintain cooperative and effective working relationships with others Plan and organize work to meet schedules and timelines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency and one of the following;

A Library of Congress certification as a Literary Braille Transcriber obtained on or after January 4, 2016,

OR

A Library of Congress certification as a Literary Braille Transcriber obtained prior to January 4, 2016 and a Letter of Proficiency in Unified English Braille (UEB).

### Experience:

Two years of paid or volunteer experience transcribing materials into literary Braille or Nemeth Code with at least one year of the aforementioned utilizing the rules of Unified English Braille (UEB).

### Special:

A Library of Congress certification in Literary Braille Proofreading or Nemeth Code of Mathematics is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JXC