

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

BRaille TRANSCRIBER

Definition

Under general supervision, transcribes a variety of instructional materials into an appropriate media such as Braille, tactilely appropriate media that can be used by visually impaired students and teacher. Overwrites students' Braille in longhand for teachers to read.

Distinguishing Characteristics

Supervision Received and Exercised

Receive immediate supervision from the VI Specialist.

Examples of Duties

Operates Braille-writer, Braille 2000 or compatible Braille translation software on the computer. Transcribes a variety of instructional materials such as reference works, lessons, tests, texts, and menus into Braille using literary grade two and Nemeth code, and large type for use by visually impaired students. Using specialized Braille equipment and computer aided software, converts teacher-made lessons, tests, printed text, math and science symbols, and books not otherwise available in Braille. Describes or interprets original copy into forms that will be meaningful and useful to visually impaired students. Proofreads all Braille format materials produced. Creates tactile adaptations of visual aides such as maps, diagrams, graphs, charts, etc., for use with academic subject matter. Prepares a wide variety of tactile aids such as maps, models, diagrams, graphs, charts and other media with raised line drawings, diagrams, and charts to accompany text, tests, and other materials for the purpose of assisting students in participating academically in their classroom. Uses computer and embosser to produce Braille. Prepares manipulative materials consistent with lesson content to facilitate student participation and understanding. Enlarges printed materials for use by students with limited visual acuity. Transfers materials to computer files that can be accessed by specialized software. Assists with preparation of instructional and testing materials. Work is performed indoors.

Qualifications

Knowledge and Ability

Knowledge of and skill at using personal computers and other equipment to produce Braille, tactile, and large print. Methods, materials, and techniques used in Braille transcription using manual Perkins Braille or computer with Braille 2000 or related transition software and Braille embosser to emboss transcribed work. Methods of preparing tactile aids such as maps, models, and diagrams. Literary

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CLASSIFIED JOB DESCRIPTION
Braille Transcriber

Braille and some exposure to The Nemeth Code for Braille Mathematics. Operate a Braille writer, and computers with specifically adaptive software. Prepare a wide variety of tactile aids, including use of PIAF machine.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience within specialized or training in Braille transcription.

Training

Library of Congress Braille Certificate