



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE	<b>Braille Transcriber</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 months/Calendar 5002 Hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 56 Range: 42</b>

**BASIC FUNCTION:**

Under the direction of an Administrator, assist in reinforcing instruction to individual or small groups of students who are visually impaired, in a classroom or other learning environment by performing a variety of alternate media translation and transcription functions and activities; implementing a standardized procedure for alternate media production; make appropriate compliance and copyright decisions based on AB 422 for the production of alternative media; perform routine clerical and supportive tasks for instructional personnel; locate, order and receive alternate media and other instructional materials; acquisition and distribution of E-text, Braille transcription, large print, and/or alternative media of instructional materials to students who are visually impaired.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist and interact with students using Braille and related materials including assistive technologies for the Blind; perform Braille translation and transcription of printed material and oral instructions; determine appropriate format and prepare a variety of instructional support materials using established National Federation of the Blind Braille Translation Guidelines; translate print using Braille translation software and hardware; format and edit Braille transcription; produce tactile graphics; and supervise embossing and binding tasks to complete final product; utilize a Braille code form to transcribe Braille material using a computer, hand stylus and Braille typewriter; foster independence of students who are visually impaired
- **Assist Teacher of the Visually Impaired and/or other service providers in reinforcing instruction to the individual student or small groups of visually impaired students in a classroom or other learning environment; monitor and reinforce student drills, practices and assignments in various subjects; assist Teacher of the Visually Impaired, classroom teacher and/or other service providers with the implementation of IEP goals.**
- Confer with the instructional staff **of the visually Impaired, classroom teacher, and/or other service**

providers concerning adapting lesson plans and materials to meet student needs. **Troubleshooting problems with technology, formatting issues when translating print to Braille, adapting math, science, music, board work and other spatial materials to a tactile format, and strategies for intervention.**

- Perform routine clerical duties in support of educational activities such as preparing, keyboarding, duplicating, enlarging and ordering materials designed for students who are visually impaired; assist in filing, organizing and maintaining inventory of materials related to visually impaired instructional activities; maintain routine records and student files as assigned; distribute and collect **adapted** student assignments, documents and various forms as assigned
- Prepare copies of tests, study materials, textbooks, charts and others for students who are visually impaired; operate specialized equipment to enlarge, copy and **record** instructional materials, computer enhance instructional materials to alternate media; provide print interlining of student Braille material.
- Assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.
- **Help student access information from the board/overhead by copying onto paper or whiteboard, making a Braille copy, reading to the student, pairing with peers.)**
- **Supervise correct use of specialized equipment and assistive technology, such as computer and iPad with voice-output, manual and electronic Braille writing and reading devices, abacus, magnification devices and software applications.**
- **Support visually impaired student, but promote independence by facilitating problem-solving, stepping back and allowing student to act with indirect prompting.**
- Monitor and interact with students during outdoor, physical education and other recreational activities as directed, **to insure safety and independence.**
- Escort students during the regular duty day to and from designated locations; accompany students on field trips, recreational functions, social events and during outdoor activities **as directed when necessary.**
- Assist in maintaining the health and safety of students by following the health and safety practices and procedures
- Assist in maintaining a learning environment in a safe, orderly and clean manner; provide classroom support by setting up **adaptive equipment** in work areas and distributing and collecting adaptive paper, supplies and materials.
- Receive and distribute a variety of books and instructional materials from local or national sources utilized for students who are visually impaired ; ensure materials are received and returned as necessary; maintain appropriate inventory of books, supplies and materials applicable to the program; locate, order and received Braille and other instructional materials for students who are visually impaired
- Work with Teachers of the Visually Impaired, librarians, and online publishers to obtain E- text or alternative media for students' use; catalog E-text, maintain a database of holdings, maintain and upload E-text into server for future use by eligible students

- Maintain confidentiality of student information in accordance with state and federal mandates
- Operate a variety of office and classroom equipment including a copier, bookbinder, Braille embosser, computer and software, as appropriate; ensure visually impaired tools are accessible to students, including CCTV, slant boards, monocular, abacus, **iPad, Braille technology,** and other materials
- Respond to student medical emergencies according to District protocol and prepare related paperwork as appropriate

OTHER DUTIES:

Perform related duties as assigned

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