



Classification Summary

Performs skilled transcription of instructional materials into Braille format supporting the education programs of visually impaired students. Curriculum and instructional materials include foreign languages, musical notes, graphics and design for tactile drawings, scientific formulas, and Nemeth Code. Perform other related duties as required.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of literary Braille codes, rules for usage and format, formatting rules for transcription, and specialized codes including foreign language codes, music Braille, and computer notation codes.
2. Knowledge of Nemeth Code used in elementary/secondary math Braille.
3. Willingness and ability to be certified in Nemeth Code.
4. Demonstrated typing/word processing skills and proficiency in computerized Braille transcription.
5. Demonstrated interpersonal and problem-solving skills.
6. Ability to work both independently and as a team member to determine special format needs in support of blind and visually impaired students at both elementary and secondary levels and curriculum.
7. Ability to work harmoniously and effectively with various administrators, staff, parents and students.

Minimum Qualifications for Class Entry

1. Graduation from a senior high school or equivalent and possession of a Library of Congress certification as a Braille transcriptionist; and at least two years of experience in Braille transcription, preferably with education/instructional materials. Certification in Nemeth Code preferred.
2. Requires Literary Brailled Code certification by the Library of Congress.