



Classification Summary

Performs skilled transcription of instructional materials into Braille format for visually impaired students. Oversees the use and care of Braille-related equipment and supplies.

Distinguishing Characteristics

Distinguished by the requirement for extensive knowledge of Braille vocabulary and transcription techniques, including development of graphs, maps, and instructional text in Braille for all levels of education provided by the Regional Program for Visually Impaired. Coordination with the State Textbook and Media Center is also required.

Supervisory Relationships

Reports to the Chairperson of the Program for Visually Impaired. Provides technical guidance and supervision to volunteers.

Work Environment

1. Perform transcription of instructional materials, including complex material such as mathematical formulas or matrixes, musical notes, chemistry figures, computer notations, or foreign languages. Coordinate with teachers to discuss student level, materials content, or format.
2. Train volunteers in brailleing and use of computerized or mechanical Braille writing machines. Proof completed work for accuracy and correct where necessary. Train staff teachers in use of computer Braille materials and work, as technical assistant when needed.
3. Maintain and update a computerized inventory of Braille-related equipment and materials for the Regional Program for Visually Impaired. Record location of properties (i.e., school or student home); provide printouts and location information as requested.
4. Order departmental supplies such as printer paper, binding rings, thermoform paper, Braille equipment, and related materials for use by office staff and students.
5. Provide information on Braille techniques, new codings, and departmental policy as requested.
6. Remain informed of developments in special services for the visually impaired by attending meetings or workshops and conducting research or study. Conduct workshops on new Braille transcription programs and equipment.
7. Perform related work as required.

Required Knowledge, Skills And Abilities

1. Thorough knowledge of Braille codes and ability to perform creative problem-solving to structure complex instructional materials in a manner legible to Braille-reading students.
2. Ability to operate computerized and mechanical Braille transcription machines.
3. Ability to provide guidance to volunteers in the operation of braille writers or in matters of coding and format.
4. General knowledge of subject matter taught in all courses offered by Regional educational programs.
5. Ability to operate computerized office equipment.
6. Ability to perform duties under time and/or deadline pressures.

Minimum Qualifications for Class Entry

1. Library of Congress certification as a Braille transcriptionist in or equivalent experience demonstrating proficiency work requirements.

2. Two years of experience in Braille transcription, preferably including experience with elementary and secondary education materials.

Work Environment

Work is performed in the Education Center facility.