

## STOCKTON UNIFIED SCHOOL DISTRICT

### **SPECIAL EDUCATION ASSISTANT - BRAILLE TRANSCRIBER**

#### **DEFINITION**

Under general supervision to transcribe a wide variety of instructional material into large print and braille using Grade II Braille and the Nemeth Code; to assist visually handicapped students with instructional activities as assigned by instructor and to perform other related duties as assigned.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Transcribes a wide variety of instructional material such as lessons, tests, texts and other instructional materials including maps, graphs, charts, mathematical and literary material into braille and large type for use by visually handicapped students.
- Operates braille writer, large print typewriter, braille reproducing machines and tape recorder and other related instructional equipment.
- Receives, processes and shelves new books and materials.
- Checks in and out braille and large type books.
- Answers questions and types correspondence, requisitions, and other materials regarding the visually handicapped program.
- Orders, prepares, catalogs and maintains records of books, specialized materials and equipment.
- Compiles and submits annual State reports of visually handicapped students in the District.
- Assists student in academic instruction in a variety of settings such as integrated and resource class.
- Tutors individuals and small groups of students to reinforce and follow-up training and learning activities in reading, spelling, language skills and other subjects according to teacher's instructions.
- Supervises students during study, lunch and play periods.
- Assists students in the development and maintenance of appropriate social behavior.
- Assists in maintenance of student daily performance, records and files.
- Assists in testing and in scoring tests.
- Prepares instructional materials.
- Takes attendance and lunch count.
- Performs first aid when necessary.
- Maintains classroom routine and discipline for short periods of time when teacher is not present.
- Attends staff meetings.
- Performs clerical work.
- Assists in keeping study area attractive and orderly.
- Other related duties as assigned.
- (May be required to use bilingual skills as designated in advertisement)

#### **QUALIFICATIONS**

Knowledge of:

- Braille Grade II and the Nemeth Code.
- Operation of braille writer, large typewriter and braille producing machine.
- Methods and attitudes required in assisting visually handicapped students with their academic activities.
- English usage, punctuation, spelling and grammar.
- Basic arithmetic concepts.

- Principles, goals and objectives of the educational process.
- First aid.

If bilingual requirement is included in advertisement:

Possess an understanding of the cultures represented in the classroom.

Use and react correctly to basic non-verbal communication within the target cultural patterns.

Possess correct grammatical structure and the vocabulary necessary for most practical and social topics in the primary language.

Ability to:

- Translate printed material into braille, braille material into print with speed and accuracy.
- Operate brailler, large typewriter, braille reproducer, typewriter, tape recorder and other office machines.
- Perform a variety of responsible clerical work.
- Understand and carry out oral and written directions.
- Type 45 words per minute.
- Demonstrate an empathetic, patient and receptive attitude with students exhibiting specialized needs.
- Establish and maintain an effective relationship with teacher and other certificated staff.
- Communicate satisfactorily in oral and written form and serve as an appropriate model.
- Gain the confidence of handicapped students, encourage and assist them in classroom and recreational activities.
- Assist in the physical care of students, which includes administering first aide when necessary.
- Remain calm under stress.
- Understand and maintain confidentiality.
- Follow a work schedule that may change from day-to-day.
- Successfully supervise students.
- Use safe working conditions.

If bilingual requirement is included in advertisement:

- Communicate orally in the students' primary language.
- Do simple translation and interpretation between English and the students' primary language.
- Communicate and relate to the community.

Experience and Education

Any combination of education, training and experience equivalent to completion of the twelfth grade and one year of experience in the operation of a braille writer or possession of a Library of Congress certificate of efficiency as a braille transcriber.

License or Certificate

Possession of valid CPR and First Aide Certificate is required.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days