

BRAILLE TRANSCRIBER

DEFINITION

Under general supervision, transcribes a variety of instructional materials into an appropriate media such as Braille, computer book downloads or tactilely appropriate media that can be used by visually impaired students and teachers; overwrites students' braille in longhand for teachers to read; and performs related work as required.

LICENSE REQUIRED

Possession of a Library of Congress certificate as a braille transcriber or a certificate of completion of a course in Braille transcription.

EXAMPLES OF DUTIES

Transcribes a variety of instructional materials such as reference works, lessons, tests, texts, and menus into braille for use by visually impaired students. *E*

Operates Braille-writer, Braille 2000 or compatible braille translation software on the computer, PIAF machine, Xerox copier, and other related office appliances and instruments. *E*

Describes or interprets original copy into forms that will be meaningful and useful to visually impaired students. *E*

Prepares a wide variety of tactile aids such as maps, models, diagrams, 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 classrooms. *E*

Proofreads all Braille format materials produced. *E*

Orders supplies and textbooks as required. *E*

Corresponds with commercial and volunteer agencies to obtain special material for visually impaired students as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. 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;
2. Methods of preparing tactile aids such as maps, models, and diagrams;
3. Literary Braille and some exposure to The Nemeth Code for Braille Mathematics;
4. English usage, spelling, grammar, and punctuation;
5. Personal computer and job-related software programs and
6. Basic math.

Ability to:

1. Operate a Braille writer, and computers with specially adaptive software, augmentative communication devices, with speed and accuracy;
2. Prepare a wide variety of tactile aids, including use of PIAF machine;
3. Operate standard office equipment; a computer, and job related software programs;
4. Research, retrieve information, construct, and create links to web sites using the Internet;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work; and
7. Maintain work pace appropriate to given workload.

EDUCATION AND TRAINING

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

One year of experience within specialized field or training in Braille transcription is required.

WORKING CONDITIONS

Environment:

Office environment and subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate a Braille writer, computer and other specialized equipment; hearing and speaking to exchange information; and seeing to transcribe appropriate print materials and downloads into brailled and overprint brailled work.

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