

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Educational Transcriber	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	Grade 42/CSEA White Collar

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**BASIC FUNCTION:**

Under general supervision of certificated staff or an administrator, assist with communication between hearing impaired students and hearing-impaired adults, District staff, and others, by providing educationally appropriate captioning and printed notes of classes and group meetings, in a reasonable, timely manner as assigned to ensure understanding.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Use captioning computer equipment and related software programs to record class lectures and discussions; record small and large group meetings for hearing-impaired students and adults. *E*

Provide instantaneous transcription during a classroom session or meeting for both students and adults to assist students to learn at grade level and beyond. *E*

Condense and summarize content of lecture in a meaningful style; provide summarized notes in printed or electronic form to students, adults or District staff. *E*

Modify content of printed or electronic notes to reflect the needs of the individual for whom they are intended. *E*

Prepare for classes and meetings by reviewing materials and adding pertinent vocabulary to the captionist dictionary in order to assist students to learn and stay in school on target to graduate. *E*

Provide for general maintenance of captioning computer equipment and peripherals and ensure related office supplies are available. *E*

Maintain contact and work closely with Educational Interpreter Coordinator and other staff members. *E*

Maintain contact with teaching staff for the Deaf and Hard of Hearing (DHH) and District staff responsible for captioning services to ensure students appropriate use of system. *E*

Adhere to the Code of Ethics for Educational Transcribers and the guidelines established by the Deaf and Hard of Hearing Program. *E*

Support and participate in the District integration program, as appropriate. *E*

Perform other duties reasonable related to this job class.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, 48 college units or NCLB compliant, completion of a District-approved captioning training program; and at least two years of experience with a deaf and hard of hearing program or related field.



**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Classroom subject areas at the secondary level.  
Deafness and its effect on language acquisition and educational needs.  
Reading and writing English communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Issues and concerns of students with special needs.  
Operation of standard office equipment.  
Classroom procedures and conduct.  
Basic computer skills.

**ABILITY TO:**

Type at 40 net words per minute and input data.  
Capture an average of 70% of the relevant information conveyed in classes and meetings.  
Establish and maintain effective and cooperative relationships with a diverse range of people.  
Operate a computer and related equipment including software programs as related to assigned duties.  
Communicate, understand and follow both oral and written directions effectively.  
Prioritize and schedule work to meet schedules and time lines.  
Learn current computer systems/software programs to apply to work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor classroom or meeting room setting; constant interruptions and fast paced discussions; driving a vehicle to conduct work; repetitive activities.

**PHYSICAL REQUIREMENTS:**

With reasonable accommodations, if necessary, sitting for extended periods of time; bending at the waist; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials; dexterity to operate computers and other equipment.

*E=Essential Functions*