

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Media Specialist/ Braille Transcriber	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	IMC	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-30/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, transcribe a variety of instructional materials into an appropriate media such as Braille, large type or tape recordings to provide students access to high quality learning options and a variety of activities; provide regular assistance to students and teachers; prepare materials necessary for visually impaired students to receive regular school information in a reasonable, timely manner.

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.)

Efficiently and effectively transcribe a variety of instructional materials into Braille for use of visually impaired students and teachers. *E*

Prepare diagrams in Braille and large print for assigned subjects and district tests to assist students to excel in reading, writing and math; enlarge copies of print materials to meet the needs of students and staff; bind Braille and large print books. *E*

Communicate with other Braille material vendors; maintain records of available materials for the visually impaired students to provide reasonable, timely delivery of professional services; maintain catalog file of Braille and large type books available in the Braille Library. *E*

Efficiently operate a variety of office equipment including Braille transcription and related equipment to assist in the instruction of the visually impaired student; clean and maintain related equipment. *E*

Order and maintain records of Federal quota account orders; order and maintain supplies and textbooks as required. *E*

Assist students in locating and using resources of the Braille Library in support of students learning at grade level and beyond in order to achieve their personal best; correct student's Braille papers.

Explain the District's visually impaired program to parents and visitors; instruct District employees learning Braille; supervise volunteer assisting with transcribing.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of Braille transcribing experience in a school setting involving preparation of materials for the instruction of visually impaired students.

LICENSES AND OTHER REQUIREMENTS:

Literary Braille Certificate from the Library of Congress; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and techniques used in Braille transcription as prescribed by the Library of Congress.

Methods of preparing tactile aids such as maps, models and diagrams.
Literary braille and exposure to math coding systems.
Software programs related to Braille transcription and large print.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Accurate record-keeping techniques.
Current laws, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Issues and concerns of students with special needs.
Operation of standard office equipment.
Library methods of shelving, cataloging and circulation.

ABILITY TO:

Operate a Braille writer, Braille embosser, large print typewriter and Thermoform machine.
Operate a computer to input data.
Prepare a variety of tactile aids.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Maintain routine records.
Work independently within scope of authority.
Maintain current knowledge of technological advances in the field.
Shelve, catalog and circulate library materials for assigned environment.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Media center environment; constant interruptions; excessive intermittent noise; chemical fumes from dry ink toner; odors from thermoforming machines; high heat.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting and operating a keyboard to transcribe materials; dexterity to operate a computer and Braille transcription equipment; sitting, walking or standing for extended periods of time; climbing, bending, kneeling or crouching to retrieve materials; hearing and speaking to exchange information in person or on the phone; seeing to read.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions