



District of Scholars, Achievers, Champions

PARAEDUCATOR V BRAILLE TRANSCRIBER/INTERPRETER

Revision Date: 04/14/10

BRIEF DESCRIPTION OF POSITION:

The Braille Transcriber/Interpreter Paraeducator works under the direct supervision of the Resource Specialist/Program Specialist-DIS and the teachers of the hearing impaired students. They will work with the Itinerant teachers of the Visually Impaired/Hearing Impaired and the school Resource Specialist to assist the Visually Impaired/Hearing Impaired students.

STATEMENT OF TYPICAL DUTIES:

Braille Transcriber

- a. Transcribes written copy into Braille as needed. **E**
- b. Provides instructional support to Visually Impaired students as directed by the Resource Specialist, the Itinerant teacher of the Visually Impaired and/or the Mobility Instructor. **E**
- c. Orders Braille, large print and audio books and maintains an inventory. **E**
- d. Assists with the use and control of assistive technology equipment for the Visually Impaired. **E**
- e. Maintains/Orders visually impaired program materials supplies, inventory. **E**
- f. Communicates/Interacts with regular education teachers as needed. **E**
- g. Collaborates with the general education teacher and teachers

Interpreter/Signer

- b. Provides instructional support to students as directed by the teachers of the Hearing Impaired. **E**
- c. Keeps the teachers of the Hearing Impaired students informed regarding the students' progress in mainstream classes. **E**
- d. Learns sign vocabulary specific to each class. **E**
- e. Takes notes of mainstream classes and, if necessary, rewrites the notes to suit the language level of the Hearing Impaired student. **E**
- f. Prepares for mainstream classes by checking out the appropriate text, by reading the assigned material, by communicating with the regular teacher, and by keeping up with the direction and demands of the class. **E**
- g. Collaborates with the general education teacher and teachers

KNOWLEDGE AND ABILITIES:

Transcribe material into Braille at Level II or proficiency in Signing Exact English (SEE II) and use American Sign Language or any system of communication with the students.

EDUCATION AND EXPERIENCE:

Transcriber Certification-Proficient Level II
Braille Math Namath
Graduation from high school or equivalent.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.