

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7414
7415 (ESY)
Pay Grade: D09

FLSA: Non-Exempt

TRANSCRIBER / ASSISTANT FOR THE VISUALLY IMPAIRED

MAJOR FUNCTION:

Performs instructional support by providing assistance to the teacher of the visually impaired. Works directly with visually impaired students to assist with assignments and daily living skills. Provides adaptations to the preferred mode of reading, including Braille transcription, for student with visual impairments. Work is performed under the general direction of a certified teacher and is reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Carries out instructional support duties related to classroom teaching as they pertain to visually impaired students including related clerical duties as needed.
- Applies knowledge of literary Braille and Nemeth code and utilizes Braille transcription equipment and/or personal computer to transcribe information such as class hand-outs, tests and final exams for use by visually impaired students in mainstream class activities; enlarges class materials for students with partial vision impairment; performs reverse transcription by converting students Braille test answers and other written class work to readable form; may be required to transcribe storybooks and textbooks into literary Braille.
- Embosses and tapes materials as needed.
- Assists teacher of visually impaired with requests from mainstream teachers regarding student assignments.
- Works one-on-one or in small groups to assist students with daily class assignments.
- Works with teacher of the visually impaired to assist students with daily living skills.
- Applies use of "sighted guide" technique for escorting visually impaired students to daily mainstreamed classes.
- Assists classroom vision teacher with Braille and large-print textbook ordering and maintenance and security of equipment such as Brailier, magnifiers, computers, closed circuit devices and copy machine.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Demonstrated proficiency in typing. Must obtain certification as a Library of Congress Braille Transcriber in both Literary and Nemeth within one (1) year of appointment to the position.

PREFERRED:

Demonstrated knowledge of Computer Braille.

ISSUED: 11/86 PBL; BOARD APPROVED: 11/26/86; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; REVISED: 7/95 SV; REVISED 3/97 PBL; BOARD APPROVED: 8/26/97; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TRANSCRIBER/ASSISTANT FOR THE VISUALLY IMPAIRED

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Transcriber-Assistant for the Visually Impaired - PESPA