

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TRANSCRIBER-VISUALLY IMPAIRED (Range 17)**

#### **BASIC FUNCTION:**

Under the direction of the Coordinator of Special Education, provide technical assistance for obtaining equipment and adapted materials, transcribing a variety of materials into Braille and large type and implementing Individual Education Plan (IEP) objectives for assigned students of the Visually Impaired (VI) Program.

#### **REPRESENTATIVE DUTIES:**

Coordinate and manage the VI office; perform technical clerical duties and serve as a receptionist as needed; consult with parents, teachers and administrators regarding students needs. *E*

Initiate and maintain an inventory of a wide variety of equipment and adapted materials in various mediums utilizing appropriate practices and techniques; assure VI Department staff and students have supplies needed. *E*

Maintain budget information and records related to expenditures of the VI Program including requisitions, sources of materials available files, low incidence inventory and others. *E*

Receive referrals from parents, teachers and other professionals for the VI Program. *E*

Obtain materials by contacting State clearinghouse depository; conduct nation-wide searches for materials; make arrangements with outside agencies to provide services for VI students. *E*

Receive requests for braille and large print materials from teachers; complete requests in a timely manner. *E*

Utilize various mediums to facilitate the needs of VI students including braille, tactile, computer, aural and adapted specialized equipment. *E*

Deliver materials and services to school sites; set up, take down and provide routine maintenance and technical support on computers and other computer-generated assistance devices. *E*

Produce computer-assisted braille; operate a braillewriter, specialized large print typewriters, enhancers, tape and cassette duplicating machines and other equipment and machines as assigned; operate office machines as assigned; bind and label materials as appropriate. *E*

Provide assistance in implementing the IEP objectives for assigned students; assist with providing instruction or supervising students during study hall as requested. *E*

Attend in-service sessions regarding braille and visual impairments; attend special events and volunteer and safety committee meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

State, federal and District laws, rules and regulations regarding VI students.  
Inventory methods and practices.  
Operation of various VI and transcription equipment.  
State-adopted texts.  
Budget preparation and control.  
Interpersonal skills using tact, patience and courtesy.  
Terminology used in special education programs.  
Correct Braille and English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Provide technical assistance in obtaining equipment and adapted materials.  
Transcribe a variety of materials into Braille or large type.  
Perform technical clerical work.  
Learn IEP objectives for assigned students.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by knowledge of Braille transcription and computer Braille.

**LICENSES AND OTHER REQUIREMENTS:**

Braille Literary Code Certificate.  
Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Driving a vehicle from site to site to deliver materials.

**PHYSICAL ABILITIES:**

Seeing to transcribe various materials.  
Dexterity of hands and fingers to operate transcription and related equipment.  
Climbing ladders, reaching overhead, above the shoulders and horizontally to retrieve and store materials.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.