

TITLE: Braille Transcriber
SECTION: As Appointed
REPORTS TO: District Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or delegate, direction of the classroom teacher and the teacher of students who are visually impaired and as a member of the student's learning team, provides assistance and support of students with visual impairments who are braille users.

DUTIES:

1. Prepares instructional material for lessons in a variety of formats, i.e. braille, large print, electronic text and tactile diagrams.
2. Supports instruction in braille, specialized equipment and inclusive technology under the direction of the teacher of students who are visually impaired.
3. Orders, maintains, and ensures the return of braille and alternate format resources.
4. Serves as a resource to classroom teacher(s) relating to format and presentation of curriculum materials.
5. Promotes successful social experience through building language concepts, speech development, communication skills.
6. Acts, as required, as liaison to School or District staff and other allied professionals providing and receiving relevant student information.
7. Attends, consultation meetings with teachers, parents and therapists and participates in Individual Education Plans (as required).
8. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education – the applicant must have:

- Successfully completed grade 12
- Successful completion of the UEB Braille Certification and UEB Technical Extension Course (UEBTE) of up to 1 year

Experience – the applicant must have:

- A minimum of six months and up to and including one year working with those with a visual impairment

Skills – the applicant must have:

- Proficiency in written and spoken English
- Intermediate computer skills and knowledge of specialized technology necessary to perform duties (e.g. Duxbury, Jaws, Scientific Note Book, Braille-note)
- Flexible and self-directed, capable of working with a variety of students with diverse learning needs and styles.
- Effective communication skills

Physically Fit – the applicant must be:

- Physically capable of performing job duties.

Other – the applicant must:

- Be able to adapt established methods and procedures, but exercise independent judgement as required.
- Show tact and courtesy in dealing with people in the course of their duties.
- Have knowledge of ethical behaviours when working in a school setting
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of their duties.

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	89 – Braille Transcriber
LOCATION:	Learning Services - Schools
EFFECTIVE DATE:	December 2019

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	4	3	3	2	4	2	1	1	2	1
Total Points	267										

RATING CLASSIFICATION: LEVEL	9
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