



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7454  
7455 (ESY)  
Pay Grade: D09

FLSA: Non-Exempt  
PEPSA

**BRaille TRANSCRIBER LEVEL I - PROVISIONAL**

**REPORTS TO:**

Exceptional Student Education Specialist or Principal

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Graduation from high school or possession of a GED. Enrolled in the National Library of Congress Braille Certification Program. General knowledge of grammar, spelling and formatting.

**PREFERRED:**

Type 50 words per minute

**MAJOR FUNCTION**

Under the direction of a Level III Braille Transcriber/Teacher of the Visually Impaired, a Level 1 Transcriber will provide instructional support, transcribing educational materials into an alternative format (braille, large print, audio, etc.) for students who are blind or visually impaired. Accurately transcribe materials into a format that is accessible to the student. Duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conferences, critiques and/or records/reports.

**ESSENTIAL RESPONSIBILITIES**

- Completes coursework for the Library of Congress Certification Program.
- Transcribes and interprets instructional materials in uncontracted braille and other constructive materials, under the direction of mentor.
- Performs support tasks such as copying materials, laminating items, typing correspondence, filing paperwork and documentation.
- Keeps updated on current technology.
- Attends district-approved trainings to ensure skill level in various technologies meets position expectations.
- Remains current in computer technology, as related to braille production and interfacing with students' braille-related assistive technology.
- Maintains accurate records of all transcriptions, under the direction of mentor.
- Maintains properly labeled electronic files on all materials for appropriate retention and reference.
- Manages time to ensure materials are available when needed by the Teacher of the Visually Impaired and/or other team members.
- Adapts materials for students with visual impairments, under the direction of mentor.
- Makes basic tactile graphics, using a variety of techniques, as directed by the Teacher of the Visually Impaired and/or Orientation and Mobility Teacher.
- Maintains a resource file for locating alternative sources of braille materials.
- Consults with Teacher of the Visually Impaired and/or Orientation and Mobility Teacher.
- Assists with activities related to the visually impaired program.
- Maintains timely and accurate information, as related to the position.
- Establishes and maintains a checkout and inventory tracking system to ensure resource materials are accounted for and properly distributed, under the direction of mentor.
- Orders and maintains supplies related to braille and tactile material production.
- Performs other related duties as assigned.

**BRAILLE TRANSCRIBER – LEVEL I PROVISIONAL**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*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.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 11/23/21 LM; BOARD APPROVED: 2/22/22

**BRaille TRANSCRIBER – LEVEL I PROVISIONAL**

<b>Working Conditions &amp; Physical Effort:</b>	<b>Seldom Or Never</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Hourly</b>
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				

Braille Transcriber – Level I Provisional - PESPA