



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7458  
7459 (ESY)  
Pay Grade: D11

FLSA: Non-Exempt  
PEPSA

**BRaille TRANSCRIBER LEVEL III – PROFESSIONAL**

**REPORTS TO:**

Exceptional Student Education Specialist (or) Principal

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Graduation from high school or possession of a GED. Unified English Braille (UEB) certified from the Library of Congress and 4+ years' experience in the field. General knowledge of grammar, spelling and formatting. Positive role model willing to share professional knowledge and expertise for mentoring new Braille Transcribers. Proficient with Microsoft Office, Braille 2000, tactile graphics, and locating National Instructional Materials Accessibility Standard (NIMAS) files.

**PREFERRED:**

Type 60 words per minute

**MAJOR FUNCTION**

Facilitate training and mentoring to Level I Braille Transcribers with coursework and daily job responsibilities. 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**

- Provides mentoring and Professional Development to new staff.
- Monitors and assists new staff with Braille Certification Course.
- Transcribes district assessments and secondary-level math courses.
- Transcribes and interprets instructional materials in contracted braille, develop tactile graphics and other constructive materials.
- Assists students in the classroom with taking notes in braille.
- Performs support tasks such as copying materials, laminating items, typing correspondence, filing paperwork and documentation.
- Keeps updated on current technology, as related to position by PCS.
- Attends District approved trainings to increase skill level in various technologies to meet 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.
- 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.
- Consults with the Teacher of the Visually Impaired and/or Orientation and Mobility Teacher.
- Adapts materials for students with visual impairments.
- Develops complex tactile graphics, using a variety of techniques.

## **BRAILLE TRANSCRIBER – LEVEL III PROFESSIONAL**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Assists with activities related to the visually impaired program.</li><li>• Maintains timely and accurately information, as related to the position.</li><li>• Establishes and maintains a checkout and inventory tracking system to ensure resource materials are accounted for and properly distributed.</li><li>• Orders and maintains supplies related to braille and tactile material production.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 11/23/21 LM; BOARD APPROVED: 2/22/22

## BRILLE TRANSCRIBER – LEVEL III PROFESSIONAL

Working Conditions & Physical Effort:	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				

Braille Transcriber – Level III Professional - PESPA