



**Centralia School District
Job Description
Braille Transcriber**

Reports to: Executive Director of Special Services

Location: Multiple

Bargaining Unit: Part-Time Teamsters

FLSA Status: Non-Exempt

Job Summary:

This position prepares educational materials in braille, manages braille and large-print library. This position may work 1:1 with visually impaired students or staff to understand braille needs and accomplish the task of creating braille.

Required Qualifications:

- High school graduation or equivalent
- Advanced technical training in grade one and two braille
- At least 2 years of experience working with students requiring braille
- National Certification in Unified English Braille (NCUEB) Literacy assessment from the National Blindness Professional Certification Board (NBPCB) or successful completion of the Library of Congress certification in Braille transcription, plus Nemeth Braille Transcription
- Ability to concentrate on detail and be precise
- Ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Ability to maintain a positive attitude
- Successful experience working with self-direction and a high degree of collaboration
- Possession of organizational skills and flexibility to respond to changing student and staff needs
- Ability to function in a calm, efficient, courteous manner under stress and to exercise careful judgment, confidentiality and tact in the performance of duties
- Ability to establish and maintain a professional relationship with students
- Ability to act in an ethical and confidential manner in all aspects of employment
- Ability to provide proof of being vaccinated against COVID-19
- Knowledge of low vision, assistive technology, enlarging techniques, etc.
- Knowledge of correct grammar, spelling, and English usage
- Ability to perform the essential functions of the position with or without reasonable accommodations

Preferred Qualifications:

- Speaks Spanish
- Associate's Degree or higher

Essential Functions:

- Designs and formats tests, texts, worksheets, and workbooks in braille
- Transcribes material to braille, interlines
- Produces raised line drawings
- Utilizes computer programs for braille
- Interlines and produces braille in several different codes and formats
- Delivers braille to the school building(s) and receives materials to be brailled.
- Serves as a resource to district staff concerning braille instruction and translation software, computerized files, and related equipment
- Binds, covers, labels and enters all books in to the braille inventory
- Communicates with teachers, vendors, other departments, and outside agencies to exchange information, resolve issues and coordinate activities
- Attends a variety of meetings, conferences, and trainings to maintain current knowledge of program activities and Braille formats
- Responds to email and forms inquiries
- Maintains files and records
- Order supplies
- Other duties as assigned

Salary: \$30.42 - \$36.32, depending on experience

Work schedule: 192 days per school year, 20 hours per week

Benefits:

11 paid holidays; Sick leave and personal leave; health benefits including medical, dental, vision, life insurance, and long-term disability insurance; State retirement; other fringe benefits as allowed under the Part-Time Teamsters Collective Bargaining Agreement.

Application Procedures:

Applicants interested in this position should apply online at www.edjobsnw.org AND submit a letter of interest to Tammie Jensen-Tabor, Executive Director of Special Services at tjensen-tabor@centralia.wednet.edu. Internal candidates only need to submit a letter to Tammie Jensen-Tabor.

Working Conditions and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.		x			
Lift/push/pull/carry objects 11-20 lbs.		x			
Lift/push/pull/carry objects 21+ lbs.	x				
Standing up to one hour at a time				x	
Standing up to two hours at a time				x	
Standing for more than two hours at a time			x		
Stooping and bending				x	
Ability to reach and grasp objects					x
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy					x
Using a computer and computer software					x
Using various technology tools					x
Working in a normal office environment with few physical discomforts				x	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions			x		
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls					x
Operating automobile, vehicle or van	x				