

Job Description

Position Title: Braille Transcriptionist

Job Family: Administrative Support

Job Type: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Braille Transcriptionist formats instructional materials to suit the needs of Blind students (& other recipients of accommodations) by reconstructing text, equations, and graphics into tactile formats including Braille, raised line drawings, and 3-dimensional models. The Braille transcriptionist provides expertise in specialized tactile formats within the Alt-Media lab of Access & Disability Resources. The Braille transcriptionist interacts with faculty and curriculum developers to review course materials and recommend a plan of feasibility with tactile creation. The Braille Transcriptionist provides accessibility services across College settings (students, faculty, staff, administrators, and community members).

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Analyzes instructional and communication requirements to determine appropriate media conversion strategies
2. Advises colleagues of best practices for materials production when designing for Braille conversion
3. Creates tactile equivalents during class time, study time, and exams; using mixed media 3-dimensional design tools, Braille stencil & stylus, malleable graphing kit, and Perkins Braille.
4. Advises and trains Access Assistants to use study support methods for blind learners
5. Discuss transcription techniques with students to individualize tactile production in a way that suits language and accommodation preferences
6. Converts course materials into text documents with LaTeX/MathML equations using computer programs such as MathType, EquatIO, Kurzweil 1000, Swift plugin for Microsoft Word, Duxbury Braille-writing/editing software
7. Troubleshoots embosser alignment, configuration, ink module, driver updates, compatibility with software and operating systems.
8. Pre-production of tactile materials using best practices in Braille and tactile transcription to proof alignment and language requirements of materials to be exported for Refreshable Braille Displays, or embossed to hard-copy Braille
9. Post-produce embossed Braille and tactiles by applying resin for texture on areas of emphasis, apply backing to preserve durability of printed document, draw shading according to student's level of visual contrast requirements, write print for non-Braille portions, orient pages and cut corners to ensure document alignment, package documents in folder system comprehensible to a non-visual reader

10. Evaluates and accurately describes graphical and STEM-course content, considering the unique verbiage, vocabulary, and specialized content of those courses
11. Creates tactile graphic/text descriptions of graphs or diagrams from STEM-course content
12. Researches and tests formats and applications that may be suitable to incorporating in tactile production workflow
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in effective communication (both written and oral)
6. Skill in performing a variety of duties, often changing from one task to another of a different nature
7. Skill in independent decision making
8. Skill in positive, productive and flexible customer service
9. Skill in problem solving
10. Skill in current and applicable hardware, software, and peripheral equipment
11. Ability to adapt and maintain professional composure in emergent and crisis situations
12. Ability to apply effective and accurate data entry and typing skills
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Associate's degree Required
- Three (3) to Five (5) years of related experience providing assisting students with disabilities required
- Certification in at least one of the following Library of Congress language transcription proficiencies:
Literary Braille Transcribing, Mathematics Braille Transcribing, Music Braille Transcribing
- Bachelor's degree in related field preferred
- Five (5) to Eight (8) years of related experience providing assisting students with disabilities preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's