

CLASS TITLE:**EDUCATIONAL TRANSCRIBER**

DEFINITION: In coordination with teachers and special education staff, facilitates communication between hearing and hard of hearing students and others, and between hearing-impaired staff and others, by providing educationally-appropriate transcribing and printed notes of classes and meetings as assigned. Communication facilitation may also be provided to students with other kinds of communication-restricting conditions.

EXAMPLES OF DUTIES:

- Record lectures and discussions using a keyboarding to support the learning of communicatively-disadvantaged students, or occasionally the communication access of hearing-impaired staff members at meetings.
- Display the information for the students or staff members as it occurs during the class or meeting, and then provides summarized notes in printed or electronic form within 24 hours.
- Type what has been spoken, while knowing that the text is not verbatim, but a product of condensing and summarizing the content in a meaning-for-meaning style.
- Adapt and vary the content of the printed or electronic notes to reflect the needs of the person(s) for whom they are intended. That is, includes only educationally-relevant information in student notes, while retaining more complete information from staff meetings.
- Prepare for classes by reviewing materials and adding pertinent vocabulary to the transcriber dictionary before classes or meetings.
- Adhere to the Code of Ethics for Transcribers.

RELATED DUTIES:

- Provide for the upkeep and general care of the equipment used in the completion of job assignments; assures that adequate paper and other office supplies are available for use.
- Maintain contact with the teachers assigned to each school site in order to assure students' productive use of the service (e.g., verifying the appropriateness of the level of the notes, assuring the note distribution process is working, and the students are using the service as required).
- Seek help from supervisors to deal with any problems in the classrooms or with the students served.
- Assists teacher and other students in class as needed.
- Other duties as assigned.

QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to a minimum requirement of Associate of Arts Degree (A.A.) and a minimum typing speed of 60 wpm; and the successful completion of a district approved transcriber course. Experience as a transcriber is desirable.

Knowledge of:

- Course work taught in secondary level programs
- Deafness and its effects on language acquisition and educational needs
- Basic sign language
- Deaf culture

Ability to:

- Use an approved abbreviation system to assist in transcribing speech for rapid communication access
- Capture an average of 80% of the important information points conveyed in classes and meetings
- Engage students and adults in cultural competence
- Work with children of diverse needs
- Learn work principles, methods, and techniques

Skill in:

- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships with others

Licenses and Certificates:

- A valid CPR/First Aid certification
- A valid California driver's license

Physical Requirements:

- Lift, push, carry, or drag up to 25 pounds
- Reach, bend, twist, kneel, or stretch to perform task(s)
- Assemble, grasp, place, or move objects
- See, hear, speak to exchange information and read documents
- Sit and stand for extended periods of time
- Dexterity of hands and fingers to operate a keyboard and manipulate paper

CSEA Range 506

Adopted and Approved by the Mt. Diablo Unified School District Board of Education: