

**SAN DIEGO CITY SCHOOLS
Position Description**

TITLE:	Educational Transcriber I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
REVISED:	October 23, 2001		

SUMMARY DEFINITION:

Under general supervision of certificated staff or an administrator, assist with communication between hearing-impaired pupils and others by providing educationally appropriate captioning and printed notes of classes and discussions in assigned classroom settings.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Use captioning computer equipment and related software programs to record class lectures and discussions. **E**

Provide instantaneous transcription during the class. **E**

Condense and summarize content in a meaning-for-meaning style. **E**

Vary content of printed or electronic notes to reflect the needs of the individual pupil for whom they are intended. **E**

Prepare for classes by reviewing materials and adding relevant subject matter vocabulary to the captionist dictionary. **E**

Provide for general maintenance of captioning computer equipment and peripherals and ensure related office supplies are available. **E**

Maintain contact and work closely with trainer/mentor. **E**

Adhere to the Code of Ethics for Educational Transcribers and the guidelines established by the Deaf and Hard of Hearing Program. **E**

Perform other duties reasonably related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and/or training equivalent to: graduation from high school, and completion of a district-approved captioning training program while in program.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license; availability of private transportation (mileage expense allowance provided); enthusiasm for and interest in the instructional program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Classroom subject areas.
Deafness and its effect on language acquisition and educational needs.
Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Keyboard at a net corrected speed of 45 words per minute.
Capture an average of 60% of the relevant information conveyed in classes.
Operate specialized equipment including microcomputers and related peripherals, computer software, and print access technology.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively and maintain cooperative relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom setting; constant interruptions and fast paced discussions; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Sitting for extended periods of time; bending at the waist; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials; dexterity of hands and fingers to operate computers and other equipment.

DISTINGUISHING CHARACTERISTICS:

This job class differs from Instructional Assistant-Special Education/Signing in that typing and captioning skills are required. It differs from Educational Transcriber II in that level I is a training level and Educational Transcriber I does not distribute notes and/or provide real-time transcription access to students.

NOTE:

1. Many positions in this job class may be part-time and split shift, which are subject to an increase or decrease in hours according to district needs. Some positions may have itinerant assignments involving two or more locations requiring travel between sites during the regular workday.
2. An incumbent in the job class of Educational Transcriber I may be promoted to the next higher job class of Educational Transcriber II upon certification by the program manager and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.
3. Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.