SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Educational Transcriber Supervisor

REPORTS TO: Assigned Supervisor

DEPARTMENT: Special Education Programs Division

CLASSIFICATION: Classified

FLSA: Exempt

SALARY GRADE: 040

ASD

ISSUED: February 13, 2018

BASIC FUNCTION:
Plan, organize, coordinate, and supervise the work of educational transcribers in the Deaf and Hard of Hearing Program; plan and conduct staff development programs and unit meetings; facilitate communication between students who are deaf or hard of hearing and others, and between adults, district staff, and others who are deaf or hard of hearing.

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

Lead, direct, train, supervise, and evaluate the daily activities of transcribers in the program. E

Assist in the development and implementation of the district Deaf and Hard of Hearing Program transcriber hiring process. Directly responsible for screening, pre-testing, and training of all new Educational Transcriber applicants including creation of skill level testing materials. E

Develop corrective transcription programs for transcribers. E

Plan and conduct professional development for transcribers, and district staff; plan and conduct staff meetings and staff development activities. E

Keep current regarding software programs and new transcribing technologies. Provide ongoing skills development materials and activities to all levels of educational transcribers. Maintain proficiency in district approved transcription software systems with the expertise to train. E

Visit sites to resolve problems and meet with principals and resource teachers to discuss services provided. E

Develop and implement approved transcribing services policies and procedures and act as a liaison for addressing transcriber issues. E

Develop and coordinate the work schedules of educational transcribers in the Deaf and Hard of Hearing Program. E

Supervise and evaluate the performance of assigned staff; counsel employees and recommend disciplinary action at appropriate. E
Approve, monitor, and assess services of outside transcribing agencies, and maintain records of services and charges to district. E

Identify material and/or equipment needs of transcription services and obtain items as appropriate. E

While consulting with classroom teachers, responsible for screening of all new referrals for service, provide initial demonstration and ascertain appropriateness of services for students new to the program. E

Prepare for specialized instructional vocabulary by reviewing materials and adding pertinent vocabulary to the transcriptionist dictionary. E

Represent the district’s educational transcription unit with state and national institutions and organizations. E

Report unusual problems to teachers and/or administrators. E

Use captioning computer equipment and related software programs to record advanced level class lectures and discussions, and to record small and large group meetings for deaf or hard of hearing individuals. E

Provide summarized notes in printed or electronic format (vary according to audience level) to pupils, adults or district staff by condensing content in a meaning-for-meaning style. E

Adhere to the Code of Ethics for Educational Transcribers and the district’s Deaf and Hard of Hearing Program’s transcriptionist guidelines. E

Provide any grant fulfillment duties for technology grants related to the unit to include data compilations, analysis and billing of services. E

May provide transcription services for parents, visiting guests, consultants and district staff who are deaf or hard of hearing during conferences, consultations and meetings. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of training, experience and/or education equivalent to graduation from an accredited college or university. Completion of a district approved transcription training program, and a minimum of five years of varied transcription experience in a school setting. Proficiency in both C-Print and Typewell transcription systems with ability to train new hires in one or both systems is required. Experience in evaluating and scheduling transcribers including overseeing timekeeping, budget control, and contracting with outside agencies or grants is required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided). Possession of Trainer Certification in both C-Print and Typewell transcription systems.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Transcriber evaluation systems and ability to accurately evaluate skill level.
Application of consultation or mentoring procedures.
Classroom subject areas at all levels.
Technical aspect of educational transcription including various systems.
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:
Capture an average of 80% of the relevant information conveyed in classes and meetings.
Coordinate assignments and projects.
Establish and coordinate work schedules of transcribers.
Supervise and evaluate assigned staff.
Maintain records and prepare reports.
Operate standard office equipment including computers and related software applications and specialized equipment including print access technology.
Establish and maintain effective working relationships with others.
Plan and organize work; meet schedules and time lines.
Provide leadership, mentoring and assistance with professional development activities to staff.
Read, interpret, apply, and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor classroom and office environments.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment and perform duties of position; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
This job class differs from the next lower level of Lead Educational Transcriber in that an incumbent in this job class is responsible for the supervision and performance evaluation of educational transcribers in the Deaf and Hard of Hearing Program.

Job Code 6933
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