

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Educational Transcriber II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 PARA
<b>REVISED:</b>	October 23, 2001		

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**SUMMARY DEFINITION:**

Under general supervision of certificated staff or an administrator, assist with communication between hearing-impaired pupils and others, and between hearing-impaired adults, district staff, and others, by providing educationally appropriate captioning and printed notes of classes and meetings as assigned.

**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 for pupils. **E**

Provide instantaneous transcription during a classroom session or meeting. **E**

Provide summarized notes in printed or electronic form to pupils. **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 and meetings by reviewing materials and adding pertinent 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 with itinerant teaching staff and district staff responsible for captioning services to assure pupils' appropriate use of system. **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, completion of a district-approved captioning training program, and a minimum of 100 hours of captioning experience in a school setting.

**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:**

Capture an average of 70% of the relevant information conveyed in classes and meetings.  
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 or meeting room 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 the next lower level of Educational Transcriber I in that the level of captioning proficiency is more advanced in providing captioning services to pupils, and its higher level of accuracy of captured information. This level differs from the next higher level of Educational Transcriber III in that the lower level does not caption small and large group meetings for deaf adults, and advanced classes for 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 II may be promoted to the next higher job class of Educational Transcriber III 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.