

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

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| TITLE: | Lead Educational Transcriber | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Special Education | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 042 Paraeducators' |
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SUMMARY DEFINITION:

Under general supervision of certificated staff or an administrator, coordinate and provide educationally appropriate captioning services and printed notes of advanced classes and group meetings to hearing-impaired pupils, adults, district staff, and others; lead, direct, and provide training to other educational transcribers; serve as point of contact for the department.

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

Coordinate and provide educationally appropriate captioning services and printed notes of advanced classes and group meetings to hearing-impaired pupils adults, district staff, and others. **E**

Lead, direct, train, and coordinate the work schedules of other educational transcribers; serve as the point of contact and resource for the department. **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 hearing-impaired adults. **E**

Provide instantaneous transcription during a classroom session or meeting for both pupils and adults. **E**

Provide summarized notes in printed or electronic form to pupils, adults, or district staff by condensing content in a meaning-for-meaning style. **E**

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

Prepare for classes and meetings by reviewing materials and adding pertinent vocabulary to the captionist dictionary. **E**

Responsible for screening of new referrals for service, provide initial demonstration and ascertain appropriateness of service for students new to the program. **E**

Maintain contact with itinerant teaching staff and district staff to assure pupils' appropriate use of system. **E**

Directly responsible for screening, pre-testing and training of all new Educational Transcriber applicants including creation of skill level testing materials. **E**

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

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

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

Provide ongoing skill development materials and activities to all levels of Educational Transcribers through proficiency in district approved captioning software systems with the expertise to train and mentor. **E**

Provide grant fulfillment duties for technology grants related to the unit to include data compilation, analysis, and the billing of services. 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 three years of varied captioning experience in a school setting. Proficiency in both C-Print & Typewell captioning systems with ability to train new hires in one or both systems is required.

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.
Possession of Trainer Certification in both C-Print & Typewell captioning systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of educational transcription.
Classroom subject areas at the secondary level.
C-Print and Typewell captioning 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.
Operate specialized equipment including microcomputers and related peripherals, computer software, and print access technology.
Provide direction and training to others.
Communicate effectively orally and in writing.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports.
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 III in that an incumbent in this job class would lead, direct, and provide training to other educational transcribers and serve as a point of contact for the educational transcription unit. Also, the level of captioning proficiency would be more advanced in regularly providing captioning services in small and large group meetings for hearing impaired adults, and advanced level classes for pupils.

NOTE:

A position in this job class may be part-time and split shift, which is subject to an increase or decrease in hours according to district needs. A position may have itinerant assignments involving two or more locations requiring travel between sites during the regular workday.

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