

Braille Transcriber (PAF 1263)



SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 Linda Vista Road, San Diego, CA 92111 • 858-292-3500 • www.sdcoe.net
San Diego County Superintendent of Schools Dr. Paul Gothold

Date Posted:

2/22/2018

Application Deadline:

3/31/2018 1:00 PM Pacific

Employment Type:

Full Time

Length of Work Year:

209 days, 8 hours per day

Salary:

Classified Support Grade 39: \$18.78 - \$23.97
per hour

Number Openings: (At time of posting)

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Contact: Jessica Glover **Email:** jglover@sdcoe.net **Phone:**

Location:

San Marcos, CA

PAF:

1263

Requirements for Applying

The San Diego County Office of Education is recruiting to fill a vacancy for a Braille Transcriber for the North Coastal Consortium for Special Education (NCCSE), located in San Marcos, CA. Under general supervision, the Braille Transcriber transcribes a wide variety of instructional materials into Braille and large print; operates various Braille equipment including a Braillewriter, Braille word processor, computer and related software and electronic Braille printer; prepares tactile educational materials such as maps, charts, graphs, and pictures for students with visual impairments. The Transcriber will also serve as a technical resource to assist special education teachers, and will provide specialized tutorial assistance to students with visual impairments.

This position requires possession of a current, valid Library of Congress Certificate for Braille Transcription. The position also requires a combination of education and experience equivalent to completion of college-level course work in general academic subject areas such as math, science and English, and work experience with students with visual impairments in a school or other educational environment.

In addition to your EDJOIN application, please add the following attachments:

Resume, detailing education and experience related to the position

Letter of Introduction

Copy of current, valid Library of Congress Certificate for Braille Transcription

The results of this recruitment will be used to establish an eligibility list to fill this vacancy and any other vacancies in this classification for the next six months.

Employment with SDCOE is contingent upon successful completion of a post-offer background check and physical exam, which includes a drug and alcohol screening. The San Diego County Office of Education is an equal opportunity employer.