

**Central Valley School District
Job Description #504**

TITLE Paraeducator – Speech-to-Text Transcriber

GENERAL SUMMARY

This position's responsibilities are to certify as a speech-to-text transcriber and to provide communication access and notes to students who are deaf and hard of hearing. The trained transcriber will use sophisticated software on notebook computers to listen to high school college prep class lectures and discussions and rapidly record the information in complete English sentences, to be viewed simultaneously by the deaf student reader(s). The transcriber may also voice the comments and questions posed by deaf student(s), as needed. Specialized training will occur before the start of the school year.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the speech-to-text transcriber may perform all of a combination of the following:

1. Types material from spoken lectures and discussions into notebook computer using sophisticated abbreviation software.
 2. Must be able to type 55 words per minute with no errors. Good listening and English skills (able to understand and restate complex English.)
 3. Ability to restate rapidly in correctly formed English sentences the full meaning of what is heard in classes and meetings.
 4. Locates documents in files when revisions are requested and inserts, deletes, corrects, and emails documents as necessary; rapidly sets up and breaks down equipment in classroom settings and regularly relocates equipment to different locations.
 5. Operates peripheral equipment such as printers, desktop computers, copiers; maintains equipment and evaluates hardware/software to determine suitability.
 6. Performs application programming operations (enters specialized vocabulary into software as needed) to assist in the rapid and accurate translation of spoken information into electronic and print materials; identifies and takes corrective action to resolve routine operational problems.
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OTHER FUNCTIONS

1. Ability to work in a classroom setting.
 2. Uses a set of abbreviation and condensing techniques.
 3. After class, transcriber will edit the file and distribute the notes of the day's class or meeting.
 4. Work as part of the educational team.
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The preceding lists of essential functions and tasks/duties are not exhaustive and may be supplemented as necessary. The position performs related duties consistent with its general scope and intent.

REPORTING RELATIONSHIPS

Supervisor of Special Education

MENTAL DEMANDS

Accountable for meeting strict deadlines. Experiences interruptions to concentration. Required to work with individuals with diverse needs. Required to work independently.

PHYSICAL DEMANDS

Required to sit for prolonged periods. Exposed to computer screen. Must be able to work hours that correspond to the student's school schedule. Ability to keyboard/type for up to five hours per day. Potentially exposed to ordinary diseases carried by students and/or staff.

QUALIFICATIONS

1. High school graduation or equivalent and two years of coursework at post-secondary level. Four years experience using word processing software; type 55 words per minute accurately. Ability to qualify and pass transcribing training or already certified.

Required Knowledge of:

Word processing software

Proficient in the correct usage of English grammar and spelling

Quick mind and good problem-solving skills

Required Skill in:

Excellent writing skills

Proficient keyboarding skills (type at least 55 words per minute, with no errors)

Effective oral and written communication.

Maintaining accurate records/files

Required Ability to:

Listen to and rapidly understand spoken English

Restate rapidly in correctly formed English sentence the full meaning of what is heard in classes and meetings

Use or learn the use of a PC/laptop computer software applications and peripheral devices

Communicate effectively orally and in writing

Establish and maintain effective working relationships

Understand and follow oral and written instructions and procedures

Work independently to achieve expected results

Maintain a high degree of accuracy and attention to detail

Process a heavy volume of repetitive and/or detailed work accurately

Organize work to meet deadlines

Work effectively with a diverse population.

Exert all necessary mental effort indicated

Performs all duties in accordance with applicable Board policies and district and legal requirements

Meets and maintains punctuality and attendance expectations.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE – Paraeducators

CLASSIFICATION HISTORY

Created 08/12