

**SCHOOL DISTRICT NO. 42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Classroom Transcriptionist (TypeWell)

DATE: January 2014

REVIEWED: March 2015

PAY GRADE:

LOCATION: Various

SUMMARY: Under the supervision of the District Principal of Student Support Services and the direction of the teacher of the Deaf and hard of hearing, provides captioning and transcription services to support students with hearing loss to enable full access to their instruction.

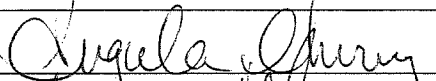
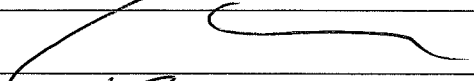
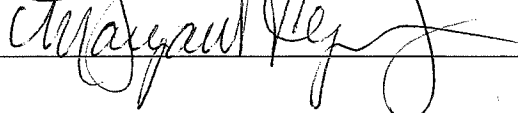
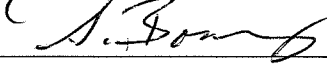
DUTIES:

1. Types to produce text from spoken language in a "meaning-to-meaning" format from lectures, discussions, videos and other relevant communication utilizing transcription software.
2. Relays important non-verbal and contextual information to student(s) and generates a copy of edited classroom notes for the student(s).
3. Provides communication access for students with hearing loss which may involve voicing questions or comments from the students' written text and transcribing responses.
4. Corrects closed captioning on video clips used in classroom lessons.
5. Develops positive relationships with students and teachers and obtains ongoing teacher and student feedback to assess effectiveness of transcription and make adjustments as required.
6. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus completion of transcription for Deaf and hard of hearing training combined with typing skills of 60 wpm without errors.
2. Good listening skills and strong short term memory.
3. Proficiency with laptop computers and Microsoft Office applications.
4. Excellent oral and written English skills including grammar, vocabulary, spelling, and sentence structure and be screened for and assessed as "easy-to-speechread."
5. Demonstrated ability to listen attentively for detail and re-state quickly and accurately.
6. Ability to maintain focus and concentration on information processing for extended periods of time.
7. Awareness and understanding of educational and cross-cultural issues related to students who are Deaf or hard of hearing.
8. Ability to function and communicate as a member of a team in the support of academic programs requiring a high degree of courtesy, discretion and confidentiality.

JOINT COMMITTEE MEMBER'S SIGNATURES:

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