

Braille Transcriber
1 – Permanent Position
Special Education and Inclusion
CUPE Local 4400 Unit C - Grade L (School Year + 2 Weeks)
\$36.63 - \$43.01

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Supervising Principal, Special Education, under the day-to-day direction of the Coordinator, the Braille Transcriber will be responsible for providing braille support to all of the Itinerant Vision Teachers and Orientation & Mobility Specialists in the TDSB Vision Program through the transcription of print materials into braille. The Braille Transcriber converts classroom teacher-generated materials/handouts/worksheets, workbooks, textbooks and all student exams into braille for use by blind students. The Braille Transcriber is also responsible for putting visual material such as graphs, diagrams, charts, pictures, line drawings etc. into tactile format so a blind student can “feel” the graphic/visual information.

Summary of Duties:

- Edit (Literary Braille Code and Unified Braille Code) scanned material and convert into braille;
- Set up appropriate braille formatting of material and proof-reading braille output;
- Transcribe workbooks/worksheets for various courses as needed;
- Convert graphics (diagrams, charts, graphics) into tactile graphics with braille;
- Proof-read all brailled material on the computer screen before embossing* it into Braille (**embosser is a braille printer*);
- Emboss material that has been input;
- Communicate and co-ordinate digital information with Vision Program Library Technician and Itinerant Vision Teachers to ensure material is logged appropriately in the Vision Program Braille library;
- Organise digital files that have been input into Braille on a daily basis;
- Update database on books/materials recently brailled;
- Other administrative duties such as maintaining files, ensuring cleanliness of equipment; and
- Other related duties as assigned.

Qualifications:

- Two-year Community College Diploma in related field plus three years related experience or an equivalent combination of education and experience;
- Certification in Literary Braille Transcription (through the Canadian Institute for the Blind);
- Knowledge of the Computer Braille Code and other Codes specific to languages as well as the corresponding braille formats for production of braille in that specific “category”;
- Competency with Windows-based technology and scanning;
- Experience with adaptive software such as Kurzweil 1000/3000, Duxbury, Dancing Dots, Tocatta;
- Experience creating tactile graphics using specialized braille embossers and software; and
- Good organizational skills and ability to prioritize workload.

Assets:

- Certification in Nemeth Braille Transcription; and
- Computer Braille Code.

Location: 38 Orfus Road (Wheelchair Accessible)

Work Year: School Year + 2 Weeks

Hours: 35 hours per week

Please Note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-25-1002UE** in the subject line
3. Apply no later than 4:30 pm on **January 29, 2025**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.