

Braille Transcriber

Published Date: Jun 19, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$30.97 - \$37.82 Hourly

APPLICATION FILING DATES

Open: 04/22/2025

Apply Now! Open until filled.

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career, and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>) available Mondays through Fridays from 7:30 AM PST to 5:00 PM PST.

THE DEPARTMENT

LAUSD's Division of Special Education is currently seeking well-qualified candidates to fill Braille Transcriber positions!

The Special Education Division's mission is to provide leadership, guidance, and support to the school community in order to maximize learning for all students within an inclusive environment so that each student will contribute to and benefit from our diverse society. For more information about the Visual Impairment Program in LAUSD's Division of Special Education, please visit: <https://www.lausd.org/Page/15740>

THE POSITION

At LAUSD, Braille Transcribers operate a brailewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials including literature, math, science, and foreign language into braille including books, class agendas, worksheets, and tests.

Immediate supervision is received from a certificated administrator. Technical guidance is given to Instructional Aide (Braille) personnel.

NOTE: This position is full time (8 hours per day) and E Basis (11 months). This position is also 100% in-person. Qualified candidates will report to physical worksites.

THE IDEAL CANDIDATE

The ideal candidate for the Braille Transcriber position is someone who:

- Has the ability to multitask and prioritize
- Possesses a strong attention to detail
- Is dependable and reliable
- Is comfortable working in a team or independently

- Is Proficient in software programs such as Duxbury, Braille 2000, and MS Office
- Has prior experience using the internet for research and fact finding purposes

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

This position operates a braillewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials including literature, math, science and foreign language into braille including books, class agendas, worksheets, and tests, and is proficient in one or more specialized braille methods.

- Transcribes a wide variety of instructional materials into an appropriate media such as Unified English Braille or raised line drawings.
- Operates a braillewriter and a computer using braille transcription software, electronic braille embossers, scanners, and other related equipment to transcribe complex educational materials into appropriate formats including literature, math, science, and foreign language into braille including books, class agendas, worksheets, and tests.
- Coordinates with teachers and other certificated staff on materials that need to be transcribed.
- Adheres to the techniques, standards and procedures set forth by the Braille Authority of North America (BANA).

- Interprets pictures, graphs, and charts in a highly descriptive manner when transcribing books into braille.
- Proofreads and verifies accuracy, and edits transcribed materials and writings in specific Braille codes in a variety of mediums, including, paper and digital.
- Collates and binds Braille books and materials.
- Produces tactile pictures, graphs, maps, charts and other visuals using a computer, related peripherals and specialized software.
- Serves as a technical resource to assist aides and teachers of the visually impaired seeking assistance in the use of Braille code and related tools and technologies
- Remains current in computer technology as it relates to braille production, and interfaces with the student's Braille-related assistive technology
- Maintains and organizes Braille files in a variety of mediums, including, paper and digital.

Please Note: This is not an exhaustive list of responsibilities of this position. For a comprehensive list of duties performed, please refer to the class description via our website <https://www.lausd.org/Page/18661>.

MINIMUM REQUIREMENTS

EDUCATION: Graduation from high school or evidence of equivalent educational proficiency AND one of the following;

- A Library of Congress certification as a Literary Braille Transcriber obtained on or after January 4, 2016,

OR

- A Library of Congress certification as a Literary Braille Transcriber obtained prior to January 4, 2016 and a Letter of Proficiency in Unified English Braille (UEB).

EXPERIENCE: Two (2) years of paid or volunteer experience transcribing materials into literary Braille or Nemeth Code with at least one (1) year of the aforementioned utilizing the rules of Unified English Braille (UEB).

SPECIAL: A Library of Congress certification in Literary Braille Proofreading or Nemeth Code of Mathematics is preferable.

***IMPORTANT NOTE:** In order to ensure that the minimum qualifications are met, we need to verify your educational document(s). As such, you **MUST** upload your official diploma/degree/transcripts to your candidate profile, under "My Uploaded Documents." You **MUST ALSO** upload one of the following: 1) a Library of Congress certification as a Braille Transcriber obtained on or after January 4, 2016 **OR** 2) a Library of Congress certification as a Braille Transcriber obtained prior to January 4, 2016 **AND** a Letter of Proficiency in Unified English Braille (UEB). We screen applications based on the minimum requirements and need to verify the educational requirement is met. Candidates who have completed college or university coursework at an institution in a country other than the United States, **MUST** obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a "Detailed" evaluation report. The original of this degree evaluation must be presented. For more information on Foreign Transcript Evaluation please visit <https://achieve.lausd.net/Page/7876>.

EMPLOYMENT SELECTION PROCESS

The selection process *may* consist of the following: a Performance Test and/or a Technical Interview. After applications are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phase of our selection process.

Application materials (your candidate profile, resume, and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. *As such, please make sure that you describe in DETAIL your experience, education, and training that most closely relates to this position in your application.*

This is a competitive process and we anticipate a number of well qualified candidates for this recruitment. You may include a professional resume, but it will **NOT** be in lieu of a detailed application and the required questionnaire. It is imperative that your application reflects your true and accurate background. Furthermore, if you have assisted in an interim

or other temporary assignment or worked out-of-class for a significant and specified duration of time, include the contact information of your immediate supervisor during that assignment and be prepared to present verification from the official (local district superintendent, department administrator, or supervisor) validating your claim.

****Please be sure to include correspondence from @lausd.net AND**

@successfactors.com as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. **ALL** notifications regarding this recruitment will be sent via email.**

PLEASE NOTE: Qualified Candidates will be required to present an unexpired government identification at the time of the test. If you are unable to attend the scheduled test date, rescheduling is **NOT** guaranteed. If you are unable to attend a scheduled assessment date, please note that we recruit for this position on a regular basis. We encourage you to visit our website periodically to check for the next recruitment and we encourage you to apply to any positions for which you believe you meet the minimum qualifications. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://careers.lausd.org/pc>.

If you have any questions regarding this recruitment, please contact Mercedes Quintanilla at m.quintanilla1@lausd.net.

APPLICATION PROCESS

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: <https://careers.lausd.org/pc>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

> Note: Our applicant system is only compatible with Chrome, Firefox, and Microsoft Edge.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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