

Educational Transcriber

Position Details

Class Code: 4231

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, facilitates communication between deaf and hard-of-hearing (DHH) students, students with communication restrictive conditions, and Clark County School District (CCSD) employees by providing educationally appropriate transcribing and printed notes in classroom/meeting settings, as assigned.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Uses computer to record classroom lectures and discussions.
2. Facilitates communication for DHH staff via transcription.
3. Displays information for recipient as it occurs in the classroom or meeting.
4. Provides summarized notes in print or electronic form within 24 hours.
5. Records and condenses what has been spoken in a meaning-for-meaning style.
6. Transcribes only educationally relevant information in notes.
7. Provides general care and upkeep of computer.
8. Works with itinerant teacher to ensure productive use of service.
9. Maintains effective relationships with supervisors concerning problems in the educational setting.
10. Adheres to the Code of Ethics for Transcribers.
11. Assists with special projects, as assigned.

12. May monitor students during assigned period(s) in school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning environment, which may include physical interventions (jogging/running after student(s) to prevent them from harming themselves or others).
 13. Conforms to safety standards, as prescribed.
 14. Performs related tasks related to the position, as assigned.
-

Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Code of Ethics for Transcribers.
 2. Knowledge of English language.
 3. Knowledge and understanding of curriculum.
 4. Knowledge of deafness and related language acquisition/educational needs.
 5. Ability to use an approved abbreviation system to assist with transcribing.
 6. Ability to capture 80% of important information in classroom lessons and meetings.
 7. Ability to interpret and apply verbal/written instructions.
 8. Ability to learn and apply school rules, regulations, and procedures.
 9. Ability to maintain confidentiality of information.
 10. Ability to work flexible hours/shifts.
 11. Ability to work effectively with DHH students and adults.
 12. Ability to judge when to act independently and when to refer situations to an administrator.
 13. Ability to work cooperatively with CCSD employees, students, community members, and other agencies.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years' experience preparing transcriptions of court proceedings, medical visits, or Board meeting minutes from recording devices; or,
One (1) year of experience recording/transcribing court proceedings, and a minimum of 60 college credits, including 18 credits in a related area such as paralegal, secretarial, or office administrative subjects, business law, business English, legal transcription, or legal keyboarding.
3. Verified keyboarding/typing score of 55 words per minute net.
4. Successful completion of CCSD administered training program.

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration as part of the application or Qualified Selection Pool (QSP) placement:

http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Verified keyboarding/typing score of 55 words per minute net.
 7. Current CPR/AED certificate, as identified above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

CCSD classrooms, Individualized Education Program (IEP) meetings, teacher meetings, Board of School Trustees meetings, other designated school areas, etc.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Frequent communication, including with people who are deaf/hard of hearing, in-person, via telephone, and via Telecommunication Device for the Deaf (TDD). Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office and school settings. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, copiers, telephones, fax machines, testing materials, specialty transcription equipment, audio recording equipment, printers, calculators, filing cabinets/equipment, TDD and relay systems, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/30/24
- Created: 07/01/88