Job Description

Title: Educational Assistant/Interpreter
Transcriptionist: speech-to-text
FLSA Status: Non-exempt
Classification: Administrative Support
Immediate Supervisor: Building Administrator

Job Summary: This position is responsible for providing transcriptional services as assigned for eligible students with hearing losses.

Hiring Specifications:

Education
• High school diploma or equivalency

Certification
• Speech-to-text transcription certification, preferred

Experience
• Two (2) years experience speech-to-text transcription in an educational setting, preferred

Skills, Knowledge & Abilities
• Ability to type 55 wpm
• Familiarity with classroom environment
• Ability to develop rapport and interact effectively with students
• Ability to establish and maintain a positive working atmosphere
• Effective oral and written communication skills
• Ability to work in a team environment
• Ability to concentrate
• Ability to interact and collaborate with staff, students and families in a professional manner
• Ability to maintain confidentiality
• Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Technology Requirements
• Knowledge of transcription systems (hardware and software)
• Basic word processing and spreadsheet skills
• E-mail management skills

Supervision of Others:
• N/A

Personal Contacts:
• District staff
• Students
• Parents
• Community members
• Educational support services providers

Job Duties:

1. Transcribes speech-to-text immediately so the student can participate.
2. Packs up and moves transcription system hardware to assigned classrooms as needed by students.
3. Troubleshoots transcription system issues.
4. Maintains communication with the supervising certified staff member, supervisor and school personnel.
5. Communicates with the students’ teachers and support service providers in order to prepare for transcribing services and provides information to other team members regarding the students’ needs in various settings.
6. Adheres to professional transcription standards and ethics.
7. Exhibits an interest in improving transcribing skills as well as acquiring a better understanding of the educational process.
8. Assists the staff in providing quality educational services for students with hearing losses.
9. Maintains records as required by law, district policy and administrative requirements.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities and adheres with district regulations and safety practices.
11. Follows federal, state and district regulations and procedures.
12. Completes other duties as assigned.

Physical Requirements:

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<tr>
<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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</thead>
<tbody>
<tr>
<td>A. Standing</td>
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<tr>
<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<tr>
<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>Up to 50 lbs.</td>
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<td>K. Manual Dexterity Tasks</td>
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<td>Telephone X</td>
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<td></td>
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<td>Computer X</td>
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<td>Other X</td>
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<td>L. Working Conditions</td>
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<td>Extremes in temp/humidity X</td>
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Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.
Additional Physical Requirements:
- Ability to hear and speak
- May work irregular hours and days

Terms of Employment: 188 day contract per Board policy and administrative guidelines.

Date Last Revised: 8/1/12