



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:** BRAILLE TRANSCRIBIST

**JOB SUMMARY:**

Prepares and adapts instructional materials for visually impaired students/Braille users in a variety of media and Braille formats: Literary, Textbook, Nemeth, Computer, Foreign Language, and Music. Prepares tactile graphics.

**REPORTS TO:** Supervisor of Special Education

**QUALIFICATIONS AND EXPERIENCE:**

At the time of application, the candidate must have:

1. High School diploma or General Education Development (GED) program certificate or equivalency.
2. Library of Congress, Braille Transcriber Certificate preferred
3. Ability to use computer Brailing programs, Braille embossers and scanners
4. Valid driver's license
5. Willingness to learn and implement instructional methods, strategies, and techniques to assist teachers in the education of students
6. Ability to exercise considerable patience, courtesy, tact, and good judgment in working with teachers, administrators, fellow employees and parents
7. Knowledge of Nemeth code for math transcription preferred
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
9. Demonstrates success in accomplishing tasks akin to those responsibilities listed below

**DUTIES AND RESPONSIBILITIES:**

1. Transcribes materials into Braille format and codes.
2. Prepares a variety of instructional materials, including textbooks, tests, daily assignments, and tactile graphics, such as maps, diagrams, charts and graphs.
3. Confers directly with teachers of the visually impaired regarding formats and special needs in transcription of materials.
4. Picks up and/or delivers instructional materials to schools, as needed.
5. Maintains an inventory of instructional materials, i.e., tactile graphics.
6. Interlines Braille materials and assignments as needed.
7. Provides Braille staff development as required.
8. Maintains related correspondence, instructional materials and records.

**OTHER DUTIES:**

Performs related work as required or assigned by the Supervisor of Special Education

**PHYSICAL DEMANDS:** Work is essentially sedentary and performed in a typical school environment. Minimal lifting is required.

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:**

Ten month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees.

**FLSA STATUS:** Non-exempt.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 pm.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists. State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
1305 Dares Beach Road  
Prince Frederick, MD 20678  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.