

## SCHOOL DISTRICT NO. 62 (SOOKE)

**TITLE:                  DISTRICT - TRANSCRIBER**

**QUALIFICATIONS:**

Completion of secondary school plus successful completion of TypeWell Transcription program or current acceptance into the TypeWell program and successful completion within 3 months of accepting offer of employment by Sooke School District. The successful completion of the online program “Supporting Deaf and Hard of Hearing Students” or demonstration of equivalent knowledge.

Qualifications to get into Typewell:

- Completion of a university degree or college diploma is preferred
  - Strong listening and memory skills (able to understand and restate fast, complex English in great detail)
  - Excellent English writing skills (able to write complex English quickly, clearly, accurately and effortlessly)
  - A quick mind, flexibility and strong problem-solving skills
  - Good computer knowledge and experience with a laptop computer
  - Very accurate and fast typing skills (consistently at least 60 wpm with no errors)
1. An excellent command of the English language and ability to transcribe same.
  2. The ability to sustain concentration visually and auditorily during the mental processing of linguistic information.
  3. Able to handle long periods of transcription with a sustained high level of accuracy, coordination, and speed.
  4. A basic understanding of ASL conventions would be an asset.
  5. The ability to support DHH students academically and socially by reviewing and previewing vocabulary, skills and concepts from intermediate elementary through grade 12. This requires a knowledge of the unique language development in students with hearing loss as well as knowledge in the STEM areas.
  6. Knowledge and understanding of a deaf or hard of hearing student’s language and social development
  7. A minimum of six months and up to and including one year working with students who are deaf or hard of hearing (DHOH).
  8. Knowledge of FM, hearing aids, and other technology used with and by DHH students as well as ability to trouble shoot minor problems
  9. Flexible and self directed, capable of working with a variety of DHH students with diverse learning needs and styles.
  10. Competently implement IEPs.
  11. Ability to move between schools and different grades during the week.
  12. Work collaboratively, as a part of a team involving both school personnel and outside agencies.
  13. Demonstrate ethical behaviour when working with children, their families and school district personnel including an appreciation of the confidential nature of all information.

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**RESPONSIBLE TO:** District Principal – Inclusive Education Services

**SUPERVISES:** N/A

**JOB GOAL:** To provide real time access to communication in a meaning-for-meaning context between DHOH students, hearing teachers, and peers; in order to provide a successful learning environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Accurately transcribe, in real time, auditory information that is accessible to hearing peers.
2. Pre-transcribe audiovisual materials that have not been closed captioned
3. Abide by the TypeWell Transcriber Code of Ethics.
4. To support DHH students in their access to the curriculum, school activities and to implement their Individual Educational Plans (IEP)
5. The ability to sustain concentration visually and auditorily during the mental processing of linguistic information.
6. An ability to handle long periods of activity that demand a high level of accurate transcribing
7. An understanding of the transcriber role and responsibilities as a team member in a collaborative model.
8. To provide transcribing for extra curricular school events such as pep rallies, theater performances, clubs and grad activities, sports tournaments and field trips.
9. Support students academically and socially by reviewing and previewing skills, concepts and vocabulary.
10. Adapt established methods or procedures to meet DHH student needs.
11. Advocate for students' hearing and educational needs, as outlined in their IEP.
12. To motivate DHH students to participate in their school experience and to maximize learning opportunities.
13. To promote successful social interactions by building language concepts, speech intelligibility, communication skills, and self-advocacy skills.
14. To move between different grades and schools as needed during the week.
15. To provide minor trouble shooting of FM Equipment, hearing aids and other technology used with/by DHH students.
16. To act, as required, as a liaison to School or District staff, school nurses and other allied professionals providing and receiving relevant student information.

17. Exhibit ethical behaviour and strict confidentiality when working with children, their families and school district personnel. All information is confidential.
18. To attend, as practicable, consultation meetings with teachers, parents and other allied professionals and to assist in preparing IEPs.

**TERMS OF EMPLOYMENT:** Ten months per year

EVALUATION

DATE: April 22, 2021

TITLE: District - Transcriber

Factor	Degree	Points	Substantiating Data																
1. Knowledge	5	75	Grade 12 graduation plus additional programs/ courses of over two and up to three years or equivalent.																
2. Experience	4	60	One year and over.																
3. Judgement	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.																
4. Concentration	5	50	Almost continuous periods of long duration.																
<table border="1"> <thead> <tr> <th></th> <th>Short</th> <th>Intermediate</th> <th>Long</th> </tr> </thead> <tbody> <tr> <td>Occasional</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Frequent</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Almost continuous</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>					Short	Intermediate	Long	Occasional	1	2	3	Frequent	2	3	4	Almost continuous	3	4	5
	Short	Intermediate	Long																
Occasional	1	2	3																
Frequent	2	3	4																
Almost continuous	3	4	5																
5. Physical Activity	3	18	Medium activity of intermediate duration.																
6. Dexterity	5	30	Accurate coordination of fine movements, where speed is a major consideration.																
7. Accountability	4	40	Actions could result in significant loss of time, resources; <b>OR</b> cause some embarrassment within the department or organization.																
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.																
9. Contacts	5	50	Tact and diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the cooperation of others.																
10. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; <b>OR</b> Major conditions of frequent exposure.																
TOTAL POINTS		435																	

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On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_