



SCHOOL DISTRICT No. 62 (SOOKE)

3143 JACKLIN ROAD, VICTORIA, BRITISH COLUMBIA • V9B 5R1
TELEPHONE: 250-474-9800 FAX: 474-9893

June 9, 2021

APPLICATIONS WILL BE RECEIVED UNTIL **Friday, June 18, 2021** FOR THE FOLLOWING POSITIONS:

DISTRICT - TRANSCRIBER

ONE POSITION FOR THE SCHOOL DISTRICT WITH AN ASSIGNMENT AT BELMONT SECONDARY SCHOOL.

32 HOURS PER WEEK.

QUALIFICATIONS AS PER JOB DESCRIPTION (ATTACHED).

RATE OF PAY AS PER THE COLLECTIVE AGREEMENT.

DUTIES TO COMMENCE SEPTEMBER 7, 2021.

DISTRICT - TRANSCRIBER

ONE POSITION FOR THE SCHOOL DISTRICT WITH AN ASSIGNMENT AT ROYAL BAY SECONDARY SCHOOL.

32 HOURS PER WEEK.

QUALIFICATIONS AS PER JOB DESCRIPTION (ATTACHED).

RATE OF PAY AS PER THE COLLECTIVE AGREEMENT.

DUTIES TO COMMENCE SEPTEMBER 7, 2021.

Please forward applications to the Human Resources Department.

Please be advised that only the successful candidate will be notified. The name of the successful candidate will be made known by the Human Resources Department by faxing the name of the successful candidate to all the schools.

Please note that failure to attach all pertinent information (i.e.: certificates, outline of relevant experience, resume, etc.) to demonstrate that you are qualified may exclude you from this posting.



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June 9, 2021

APPLICATIONS WILL BE RECEIVED UNTIL **Friday, June 18, 2021** FOR THE FOLLOWING POSITION:

DISTRICT - TRANSCRIBER

ONE POSITION FOR THE SCHOOL DISTRICT WITH AN ASSIGNMENT AT SPENCER MIDDLE SCHOOL.

32 HOURS PER WEEK.

QUALIFICATIONS AS PER JOB DESCRIPTION (ATTACHED).

RATE OF PAY AS PER THE COLLECTIVE AGREEMENT.

DUTIES TO COMMENCE SEPTEMBER 7, 2021.

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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.



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13. Demonstrate ethical behaviour when working with children, their families and school district personnel including an appreciation of the confidential nature of all information.

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.



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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