

PARAEDUCATOR IIIA – DISTRICT CAPTIONIST

Purpose Statement

The job of Captionist/Paraeducator was established to provide accurate and timely captioning of videos for deaf/hard of hearing students, including transcribing media.

Essential Functions

- Create a written transcript (captions) of the auditory portion of a movie according to the Described and Captioned Media Program (DCMP) guidelines
- Maintain the integrity of the grammar, message, punctuation and proper identification of the speaker using comparable broadcast standards
- Place and synchronize captions on the video and create the final version on DVD or streaming media
- Communicate with teachers regarding the availability of captioning services and the process for submitting requests from other available sources such as the DCMP or United Streaming
- Maintain the Captioning website (using WordPress) and the District's library of completed captioned media
- Advocate for the captioning of educational media by contacting video production companies to explain our District's requirements and requesting that they consider providing captions for future productions
- Troubleshooting with teachers, teams and the technology to establish closed captioning abilities on all hardware used in the District

Job Requirements

- Excellent touch-typing, spelling, grammar, and punctuation skills
- Strong memory-recall ability
- Proficiency in computer applications including Windows and Microsoft Office programs
- Ability to quickly learn captioning software
- Captioning of media using CPC system to author and edit closed captions for accuracy on any type of video
- Excellent written and verbal communication skills
- Video editing using Adobe Premier Pro/Encore (or similar software)

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records. Excellent keyboarding skills are needed.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: working with Duxbury Braille Translation

software, a knowledge of Literary and Nemeth Braille systems and other related software and equipment. Knowledge of community resources is required.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; communication with persons of diverse backgrounds/knowledge/skills; and confidentiality.

Responsibilities

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: minimal lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent

Equivalency None Specified.

Required Testing

None Specified

Certificates Licenses

Certification from the Library of Congress as a Braille Transcriber is desired.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Test

FLSA Status

Non Exempt

Approval Date

Salary Grade