

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CAPTIONIST

TITLE #: 1116

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for converting spoken material into text in real-time for deaf and hard of hearing students. The work involves utilizing appropriate computer hardware and application software in performing duties. An employee in this class works closely with deaf and hard of hearing students in a classroom setting. The incumbent works under the general supervision of an administrative superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides real-time speech to print services in the classroom and at school-related events for deaf and hard of hearing students;

Interprets and adapts communication to facilitate understanding between teachers, staff and peers with deaf or hard of hearing students;

Prints hard copies of classroom notes for students in a timely manner as needed;

Prepares and sets up computer equipment used to simultaneously render the spoken words of a teacher or other person to print on a computer;

Documents service provided and attends staff meetings regularly to provide input on student's needs and progress;

May accompany and supervise deaf and hard of hearing students in other school activities such as assembly programs, field trips, playgrounds, cafeteria, etc.;

May assist with arrangements and preparations for demonstrations, labs, music and art classes, audio-visual presentations, etc.;

May assist teacher by performing a variety of duties related to teaching activities;

May assist children with disabilities to maintain a normal school routine, including, but not limited to, bus arrivals and departures, cafeteria help, toileting, emergency exit during evacuation drills, lifting, carrying when needed;

May assist with parent conferences under direction of teacher;

May relieve classroom teachers for emergencies and meetings as needed.

CLASS TITLE: CAPTIONIST (continued)

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of English language and phonetics; working knowledge of classroom routine; excellent listening skills; ability to understand and summarize information while typing in real-time for the deaf and hard of hearing; ability to utilize appropriate technology, including computer application software, in performing duties; ability to establish good relationships with the students and teachers; accuracy; patience; tact; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and the successful completion of a captioning certification course or program.

JURISDICTIONAL CLASSIFICATION: Competitive

12/03/08