

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Deaf Education Real Time Captioner II	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Principal/Lead Interpreter/ Deaf Ed. Coordinator	<b>Date Revised:</b>	05/24/2018
<b>Dept./School:</b>	Campus		

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**Primary Purpose:**

Interpret in real time captioning all communication that occurs in the classroom for students who are deaf or hard of hearing. Assist, if the IEP designates, the teacher in reverse interpreting comments, questions, or responses by these students. Work under the supervision of a lead interpreter/ team leader/ coordinator.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

Graduate of a court-reporting program

One of more of the following certifications:

- Texas Certified Shorthand Reporter license
- Texas Court Reporters Association Certifications
  - CSR Certified
  - Realtime Reporter Texas Certified (TCRR)
  - Texas Merit Reporter (TMR)
  - Texas CART Certified
- National Court Reporters Association Certifications
  - Registered Professional Reporter
  - Registered Merit Reporter
  - Registered Diplomat Reporter
  - Certified Realtime Captioner

**Special Knowledge/Skills:**

Ability to work well with students with hearing impairment

Ability to caption at 225 words per minute and 95% accuracy

**Experience:**

One year CART experience preferred

**Major Responsibilities and Duties:**

Uphold and enforce school rules, administrative regulations, and state and local board policy.

Assist the teacher by real time captioning the lecture, questions/answers, discussions, etc.

**Job Title:** Deaf Education Real Time Captioner II

Edit class material and save to a file name.

Keep the teacher informed of any special needs or problems of individual students.

Assist in maintaining a neat and orderly classroom.

Assist in inventory, care, and maintenance of equipment.

Participate in staff development training programs, faculty meetings, and special events, as needed.

Provide orientation and assistance regarding real time captioning to substitute teachers.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**Equipment Used:**

Uses copier, typewriter, computer, TDD or Texas Relay, a steno machine, real time software and real time hook up cables

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Some districtwide and statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of steno machines with repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 05-24-18

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_