



## CLASSROOM TRANSCRIPTIONIST

(CONTINUING)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified Classroom Transcriptionist to provide captioning and transcription services to support students with hearing loss to enable full access to their instruction, under the supervision of the Administration of Learning Services and the direction of the teacher of Deaf and hard of hearing. This is a continuing position effective as soon as possible. Utilizing applicable software/tools, the Classroom Transcriptionist types to produce text from spoken language in a "meaning-to-meaning" format. This process is done by using TypeWell software on a laptop computer which is simultaneously viewed by the students on an iPad.

The successful applicant, who must be easy-to-speechread, will be involved with captioning all media as well as providing transcription services in intermediate and secondary classes, and school sponsored extra-curricular events for students who need real-time access to auditory information and a complete set of notes.

The district will cover the course costs for the incumbent who is successful in meeting both the position qualifications and the prescreening criteria for TypeWell (which includes screening tests for grammar, listening skills, and typing speed (minimum 60 words per minute, no errors). The training itself requires an intensive 6-12 week part time commitment outside of work hours.

Additional information can be viewed at both: <https://typewell.com/transcriber-training/> and [http://www.bcit.ca/files/pcas/pdf/transcriber\\_trainee\\_selection.pdf](http://www.bcit.ca/files/pcas/pdf/transcriber_trainee_selection.pdf).  
For the full job description, please [click here](#).

This is a time duration position effective as soon as possible.

This position is 25 hours per week, rate of pay \$24.42/hour plus benefits.

To apply, please forward your [school district application form](#), cover letter, resume and supporting documentation to [applicants@sd42.ca](mailto:applicants@sd42.ca). This posting will remain open until filled.

The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

*Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.*

