

TRICOR BRAILLE TRANSCRIPTION INSTRUCTOR

Riverbend Maximum Security Institution

Salary \$42,810 - \$65,852 Annually

Job Class: Executive

Location: Nashville, TN



Position Location:

TRICOR
Riverbend Maximum
Security Institution
7475 Cockrill Bend Industrial Road
Nashville, Tennessee 37243-0471

To apply send resume/application
and salary requirements via email to:

TRICOR.HumanResources@tn.gov

Or by mail to:

TRICOR
6185 Cockrill Bend Circle
Nashville, TN 37209

For more information contact:

Nikki Turner
615.741.1779



*All State of Tennessee facilities
are smoke free environments.
The State of Tennessee is an
equal opportunity, equal access,
affirmative action employer.*

Job Description:

The Braille Transcription Instructor is responsible for all training and production for the Braille Transcription program. This program is a jointly operated program between TRICOR and the Tennessee Department of Education. The Braille Transcription Instructor works closely with other members of the Service SBU, the Product Manager, and the TDOE Program Director to ensure training, production goals, and quality standards are met. They also work closely with the Tennessee School for the Blind, the Resource Center for the Visually Impaired, the American Printing House for the Blind (APH), and other state organizations. The Braille Transcription Instructor is responsible for adhering to developed budgets and established revenue goals. The position requires advanced supervisory skills for directing and reviewing offender work and the creation of a new offender program.

Primary Responsibilities:

- Oversees offenders in a braille transcription training program and manages the training program under direction of the Braille Program Director.
- Consults with the Program Director to prepare adaptive instructional materials for students / offenders.
- Oversees the testing of offenders in braille transcription training and manages their progress through the various stages of training
- Manages the production operations of the Braille program under direction of the Braille Program Director and SBU Operations Manager
- Directs production assignments requiring conversion of print to Braille; takes projects from earliest stage to completion; offers appropriate suggestions for Braille output
- Oversees the preparation and transcription of print materials, including textbooks and other educational materials into braille or large print
- Inspects, verifies, and approves the quality of the work produced by the Braille offenders
- Directs the embossing, edits and binding of completed braille materials
- Oversees the creation of tactile graphics of maps, charts, pictures, routes or other tactile displays using various tools, materials and machines.
- Maintains all braille, large print and other related instructional materials
- Maintains inventory of equipment and materials utilized by the braille transcription program
- Distributes equipment and materials utilized by the braille transcription program
- Directs the Proof reading of all Braille documents for form and content.
- Responsible for recruiting, hiring, disciplinary actions, and termination of offenders in the program
- Maintains attendance records of offenders
- Must be able to pass a background check and drug screen.

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Primary Responsibilities:

- Maintains and organizes a variety of files, records. Maintains a record of completed work.
- Sees that completed work is registered on APH's Louis Database
- Prepares purchase requisitions
- Oversees shipment of completed braille materials to customers
- Maintains production tracking database
- May travel to various sites to perform required duties
- Facilitates phone calls and status updates to the Braille Program Director
- Facilitates offender training such as Thinking for a Change
- Perform other related duties as assigned

Education and Experience:

- Associate (AA) degree or higher is required.
- Three (3) years of experience in performing Braille transcription, preferably in a correctional setting. Experience in performing Braille transcription in a public or private organization on school textbooks is desirable.

Special License or Language Skills:

A valid Literary Braille Certificate from the Library of Congress is required.

- Literary transcription
- Mathematics transcription (Nemeth Code)
- Proofreading

Certification in one or more of the following is also desirable:

- Music transcription
- Foreign Language

Key Competencies:

Reading Comprehension, Time Management, Excellent Verbal & Written Communications, Customer Focus, Critical Thinking, Decisive, Cross Functionality, Life-Long Learner, Relationship Management and Results Oriented, Self-Starter Writing, Self-Management, Adaptability, Attention to Detail, Using Technology, Safety Focus, Handling Stress, Teamwork.

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State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:

<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:

<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:

<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.

TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.