POSITION SUMMARY:
Under general supervision of the assigned instructional personnel, the purpose of the position is to provide general administrative support in the assigned classroom/subject matter, requiring general knowledge of special education and therapy programs. Position may be assigned to a multi-subject environment and perform a broad array of generalized support functions. Work includes assisting with course delivery, administration of tests, and the tabulation and recording progress for special needs students. Position is distinguished from that of Special Programs Teacher Assistant I by knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs a wide variety of instructional support duties in compliance with Clark County School District pre-established policies, procedures, and guidelines applicable to special needs programs.
2. Assists instructor with classroom preparation and coursework delivery, (i.e., distributes materials, collects and corrects students’ papers, and records grades, etc.).
3. Assists instructor in maintaining classroom organization and discipline (i.e., takes attendance, monitors student work groups, reads to students and reviews subject matter presented by the teacher, etc.).
4. Organizes and effectively communicates class/course objectives, standards, and requirements for successful achievement.
5. Assists in administration and monitoring of student testing.
6. Assists students in small groups or individually in completing assignments or classroom activities, under teacher supervision and direction.
7. Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.
8. Provides guidance and assistance to students as directed, in order to ensure appropriate assimilation of class/course content, supporting student success and achievement.
9. May assist students with personal care and sanitary needs; may assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches; may assist students with physical needs or disabilities; may assist hearing or visually impaired students; may assist with various special medical needs.
10. Performs various clerical tasks (i.e., sort materials, file paperwork, type correspondence and instructional materials, duplicate bulletins, and collect fees/money, etc.).
11. Conforms to safety standards as prescribed.
12. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves tasks directly associated with assisting professionals in the special education programs of a school, such as:

1. Self-contained (regular campus)
2. Visually impaired (regular campus)
3. Hearing impaired (special schools)
4. Adaptive physical education
5. Medically fragile
6. Severe/profound
7. Special education transportation aide
KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Considerable knowledge of business English and spelling; knowledge of basic math.
2. Considerable knowledge of academic discipline being delivered.
3. Considerable knowledge of basic District work policies and guidelines; knowledge of departmental practices and procedures.
4. Ability to understand, follow, and lead written and oral instructions.
5. Ability to clearly communicate information both verbally and in writing.
6. Ability to effectively lead/supervise a group comprised of special needs students engaged in carrying out classroom activities/functions; ability to assist teachers/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or disabilities; ability to establish a safe, orderly educational environment with special needs children of varying ages; ability to interpret, identify and provide for the needs of special education students; skill in providing sensitive customer service to special needs individuals.
7. Ability to operate basic office equipment, i.e., computer terminals, printers, copy machines, telephone systems, fax machines.
8. Ability to perform routine typing and basic computer operations (i.e., data entry, word processing, records retrieval, etc.).
9. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files.
10. Ability to establish and maintain effective working relationships with departmental personnel, instructors, and students.
11. Ability to work independently to carry out assignments to completion.
12. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
13. Ability to work flexible hours necessary for the efficient operation of the department.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Six (6) months successful completion of Specialized Programs Teacher Assistant I or Title I Specialized Programs Teacher Assistant.
3. Experience working with children, preferably within a special needs environment.

Licenses and Certificates:
Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District schools and facilities, (i.e., health offices, playgrounds, cafeterias, classrooms, locker rooms, athletic fields).

WORK ENVIRONMENT:
Strength: Sedentary to heavy - exert force of 10-100 lbs., occasionally, frequently, constantly. May involve negligible to significant standing, walking, pushing, pulling, and carrying.

07/01/88
Revised: 10/13/93; 01/08/98; 07/15/05; 06/12/07; 12/22/08; 09/17/09
Physical Demands: May involve walking, pushing, pulling, climbing, bending, balancing, stooping, kneeling, crouching, talking, hearing, reaching, handling, repetitive fine motor activities, sitting, or standing for long periods of time. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise intensity levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Thermometers, splints, first aid supplies, catheters, and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff/stethoscope, instalines, (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.