Vision Services Assistant I

Position Details

Class Code: 0302
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 45 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assists students with visual impairments in self-contained/resource/general education classrooms. Assists licensed teachers/professionals in the acquisition, transcription, and presentation of instructional materials for students with visual impairments.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists licensed teachers/professional with special education students with visual impairments in self-contained/resource/general education classrooms in all phases of educational and therapy programs.

2. 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.

3. Assists licensed teacher/professional with student progress reports and student concerns.

4. Assists licensed teacher/professional in adapting and presenting instructional materials.

5. Assists students in small groups or individually in completing assignments or classroom activities, under the supervision and direction of the licensed teacher/professional.
6. Assists licensed teacher/professional in reinforcing academic and expanded core curriculum skills such as assistive technology, independent living, social, recreational, compensatory, and mobility skills.
7. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
8. Assists students with visual impairments during school campus and off campus activities.
9. Maintains records, organizes, and assists with distribution of textbooks, recreational reading books, and instructional tools, and equipment received for students with vision impairments.
10. Maintains effective communication with licensed teacher/professional concerning any problems in the educational setting.
11. Proofreads instructional materials prior to transcription.
12. Transcribes instructional materials into Braille.
13. Uses department standard assistive technology specific to the visually impaired.
14. Accepts and follows direction from licensed teacher/professional.
15. May assist with the loading and unloading of students transported by bus.
16. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
17. Conforms to safety standards, as prescribed.
18. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves difficult and responsible clerical work with instructional materials for the visually impaired.

Knowledge, Skills, and Abilities (Position Expectations)
1. Skilled in the use of common technology such as, computers, scanners, printers, and software programs.
2. Knowledge of communications and connections between computers, embossers, scanners, and networks.
3. Knowledge of computer software and equipment specific to the visually impaired.
5. Ability to recognize technology problems and effectively communicate with technical support representatives to troubleshoot.
6. Ability to maintain a professional demeanor.
7. Ability to work effectively with special needs students.
8. Ability to use appropriate grammar and spelling techniques.
9. Ability to successfully operate equipment specially designed for the blind and visually impaired, such as braille, electronic braille note takers, refreshable braille display, computer programs, etc.
10. Ability to interpret and apply oral and written instructions.
11. Ability to work independently without immediate supervision.
12. Ability to deal with unusual behavior and crisis situations.
13. Ability to work with students, teachers, administrators, parents, and officials of various agencies.
14. Ability to perform several tasks and determine priorities.
15. Ability to work under pressure and meet deadlines.
16. Ability to work flexible hours and shifts at a variety of District locations.
17. Ability to recognize and report hazards and apply safe work methods.
18. Demonstrate braille knowledge above student’s ability level.
19. Willingness to complete the Unified English Braille lessons within 12 months from the start of the position.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

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**Position Requirements**

**Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Successful completion of the District-administered Vision Services Assistant I Braille Screening, Part One (1) and Part Two (2), each with a score of 80% or higher.
3. Employees selected for this position in a Title I School, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered “Highly Qualified” as defined by the federal No Child Left Behind Act. This includes a minimum of 48 hours of approved college credits or a passing score on the ETS para-pro assessment.
Licenses and Certifications
Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/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.

Preferred Qualifications
Verified typing/keyboarding score of 35 words per minute net.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Current CPR/AED certificate as indicated above.
3. Provide evidence of passing the District-administered Vision Services Assistant I Braille Screening.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities, schools, and department offices.

Work Environment

Strength
Medium/Heavy - exert force to 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and
maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

**Environmental Conditions**

Varies from climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**Hazards**

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

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**Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, Braillers, embossers, electronic note taker, Closed- circuit televisions (CCTVs), etc.

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**AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

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**Job Revision Information**

- Revised: 12/21/18
- Created: 10/13/08