

Accessible Instructional Materials Assistant

Position Details

Class Code: 0300

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 46 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates the production of instructional materials for students with low vision and blindness.

Essential Duties and Responsibilities

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

1. Catalogs, organizes, and maintains the database for all instructional materials received and dispersed for visually impaired students with low vision and blindness.
 2. Receives requests, identifies sources, and processes orders for books, materials, and equipment.
 3. Adapts textbooks, books, worksheets, instructional materials, etc.
 4. Proofreads instructional materials prior to transcription and/or enlargement.
 5. Transcribes print materials into braille and tactile graphics.
 6. Enlarges instructional materials for students with low vision.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves difficult and responsible clerical work with instructional materials for students with low vision and blindness.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of braille, braille software, and Microsoft software and technology.
 2. Ability to utilize Google including, but not limited to: sheets, docs, drive, calendar, and mail.
 3. Ability to operate computer, copier, scanner, book cutter, binder, and braille technology.
 4. Ability to work independently without immediate supervision.
 5. Ability to work with students, teachers, administrators, parents/guardians, publishers, and officials of various agencies.
 6. Ability to work under pressure and meet deadlines.
 7. Ability to work flexible hours, shifts, and at variety of Clark County School District locations.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. 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 Educational 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. Two (2) years of clerical experience.

Licenses and Certifications

None Specified.

Preferred Qualifications

Verified typing/keyboarding score of 40 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. Specific documented evidence of training and experience to satisfy qualifications.
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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, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 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).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

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.

Job Revision Information

- Revised: 10/14/21
- Created: 07/01/88