

Vision Services Assistant II

Position Details

Class Code: 0304

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates the disbursement and retrieval of instructional materials for the visually-impaired.

Essential Duties and Responsibilities

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

1. Assists licensed teacher/professional with special education students in self-contained or general education classrooms, in all phases of educational and therapy programs.
2. Assists licensed teacher/professional in presenting instructional materials to secondary school students.
3. Assists licensed teacher/professional with student concerns and progress reports.
4. Maintains records and controls distribution of textbooks, recreational reading books, and instructional aids/equipment for the visually impaired.
5. Accepts and follows licensed professional's directions.
6. Catalogs, organizes, and files all new books, materials, and equipment received for the visually-impaired.
7. Proofreads and transcribes instructional materials into braille; enlarges materials, as needed.

8. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
 9. Assists in supervising playground activities.
 10. May assist in loading/unloading of students transported by bus.
 11. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible clerical work with instructional materials for the visually-impaired.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic computer skills.
 2. Knowledge of CPR/AED and Universal Precautions.
 3. Ability to work effectively with special needs students.
 4. Ability to use appropriate spelling and grammar.
 5. Ability to operate equipment designed for the blind and visually-impaired, including brailers, electronic braille notetakers, computer programs, etc.
 6. Ability to interpret and apply written/verbal instructions.
 7. Ability to work independently without immediate supervision.
 8. Ability to deal with unusual behaviors and crisis situations.
 9. Ability to work with students, teachers, administrators, parents, and agency officials.
 10. Ability to multitask and prioritize work.
 11. Ability to work under pressure and meet deadlines.
 12. Ability to work flexible hours/shifts at a variety of Clark County School District locations.
 13. Ability to recognize/report hazards and apply safe work methods.
 14. Willingness to complete the Library of Congress braille certification.
 15. 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 District-administered Vision Services Assistant II Braille Screening, Parts One (1) and Two (2), each with a score of 80% or higher.
3. Successful completion of six (6) month probationary period as a Vision Services Assistant I.
4. 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 (NCLB) Act. This includes a minimum of 48 hours of approved college credits or a passing score on the ETS para-pro ParaPro assessment.

Licenses and Certifications

1. Valid driver’s license or state-issued identification card.
2. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a 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. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

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

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration as part of the application or qualified selection pool (QSP) placement:

http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver’s license or state-issued identification card.
3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
4. Proof of passing the District-administered Vision Services Assistant II Braille Screening.

5. 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 of 50-100 lbs., occasionally; 25-50 lbs., frequently; 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 settings 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

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, brailers, embossers, electronic note takers, closed-circuit televisions (CCTVs), etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/24/23
- Created: 10/13/08