

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 blind/visually-impaired students.

Essential Duties and Responsibilities

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

1. Catalogs, organizes, and maintains database of instructional materials received/distributed to visually-impaired students.
 2. Receives requests, identifies sources, and processes orders for books, materials, and equipment.
 3. Adapts 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, responsible clerical work regarding instructional materials for students with low-vision and blindness.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of braille, braille software, and Microsoft software/technology.
 2. Ability to utilize Google applications, including Sheets, Docs, Drive, Calendar, and Gmail.
 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 agency officials.
 6. Ability to work under pressure and meet deadlines.
 7. Ability to work flexible hours, shifts, and locations.
 8. Ability to recognize/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 Education Development (GED), foreign equivalency, etc.)
2. Successful completion of the Clark County School District-administered Vision Services Assistant I Braille Screening, Parts One (1) and Two (2), each with a score of 80% or higher.
3. Two (2) years' clerical experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Verified typing/keyboarding score of 40 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. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Proof of successful completion of the District-administered Vision Services Assistant I Braille Screening.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

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, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, 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, copiers, calculators, fax machines, telephones, filing cabinets/equipment, 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: 07/26/23
- Created: 07/01/88