

# Specialized Programs Teacher Assistant Training Specialist

## Position Details

Class Code: 0164

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, plans, organizes, and implements ongoing training related to instructional materials, techniques, and equipment related to the educational programs for special needs students.

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## Essential Duties and Responsibilities

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

1. Provides support training in instructional materials, techniques, and equipment for new and existing Clark County School District employees.
2. Plans, organizes, and implements ongoing training in instructional techniques and materials to meet identified needs for employees.
3. Explains and demonstrates use of materials, supplies, and equipment.
4. Explains and demonstrates principles, methods, and techniques necessary to achieve proficiency in identified activities and services.
5. Confers with department administrator(s) to identify training needs.
6. Informs department administrator(s) of useful training programs and ideas.
7. Attends meetings and seminars, as authorized, to obtain information for staff training.

8. Conducts on-site visits to determine staff progress and implementation of training practices.
  9. Provides on-going training for identified assigned staff.
  10. Directly and indirectly works with students.
  11. Conforms to safety standards, as prescribed.
  12. Performs related duties, as assigned.
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## **Distinguishing Characteristics**

None specified.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of instructional methods, techniques, and procedures.
  2. Knowledge of basic computer software applications.
  3. Ability to develop and implement training procedures and programs for special needs students.
  4. Ability to instruct personnel in instructional methods, techniques, and procedures.
  5. Ability to assist individuals in the use and interpretation of presented material.
  6. Ability to work effectively with special needs students.
  7. Ability to deal with unusual behavior and deal with crisis situations.
  8. Ability to make presentations to individuals or groups.
  9. Ability to interpret oral and written instructions.
  10. Ability to meet predetermined deadlines.
  11. Ability to communicate clearly, orally, and in writing.
  12. Ability to work with minimal supervision.
  13. Ability to work collaboratively with employees, students, and the public.
  14. Ability to work flexible hours and shifts.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. Ability to learn and apply school rules, regulations, and procedures.
  17. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
  18. Ability to maintain confidentiality.
  19. 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. Three (3) years' experience as a Specialized Programs Teacher Assistant implementing consistent educational program methodology, (i.e., autism, visual impairment, deaf/hard of hearing, etc.). Experience must be within the last five (5) years and two (2) of the three (3) years' experience within the specific program must be consecutive.

### Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. 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. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

### Preferred Qualifications

None Specified.

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### Document(s) Required at Time of Application

1. High school transcript 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. 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.

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# Work Environment

## Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally/frequently/constantly.

## Physical Demand

Frequent sitting, standing, walking, pushing, pulling, reaching, and handling. May involve climbing, balancing, stooping, crouching, and repetitive motor activities. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Vision: Frequent near acuity and field of vision with occasional far acuity. Vision to read printed and online materials, Video Display Terminal (VDT) screen, or other monitoring devices.

## Environmental Conditions

Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity 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

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.

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## 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: 03/30/23
- Created: 07/01/88