

# Vision Services Assistant I

## Position Details

Class Code: 0302

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, assists visually-impaired students in self-contained, resource, and general education classrooms. Assists licensed teachers/professionals in acquiring, transcribing, and presenting accessible instructional materials.

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## Essential Duties and Responsibilities

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

1. Assists licensed teachers/professionals with visually-impaired students in self-contained/resource/general education classrooms, in all phases of educational and therapy programs.
2. Performs instructional support duties in compliance with Clark County School District's special program policies, procedures, and guidelines.
3. Assists licensed teacher/professional with student concerns and progress reports.
4. Assists licensed teacher/professional in adapting and presenting instructional materials.
5. Assists students, individually or in groups, in completing assignments/activities under the licensed professional's supervision and direction.

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 visually-impaired students during on- and off-campus activities.
  9. Organizes/maintains records and assists in distributing textbooks, recreational reading books, and accessible instructional tools/equipment.
  10. Maintains effective communication with licensed teacher/professional concerning 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 licensed professional's directions.
  15. May assist in loading/unloading 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.
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## **Distinguishing Characteristics**

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

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## **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 between computers, embossers, scanners, and networks.
3. Knowledge of computer software and equipment for the visually-impaired.
4. Knowledge of CPR/AED and universal precautions.
5. Ability to recognize technology problems; effectively communicates with technical support representatives in troubleshooting.
6. Ability to maintain a professional demeanor.
7. Ability to work effectively with special needs students.

8. Ability to use appropriate spelling and grammar.
  9. Ability to operate equipment designed for the blind and visually-impaired, including brailers, electronic braille note takers, refreshable braille displays, computer programs, etc.
  10. Ability to interpret and apply written/verbal 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 agency officials.
  14. Ability to multitask and prioritize work.
  15. Ability to work under pressure and meet deadlines.
  16. Ability to work flexible hours/shifts at a variety of District locations.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. Demonstrate braille knowledge above students' ability level(s).
  19. Willingness to complete the Unified English Braille lessons within 12 months of starting in 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 District-administered Vision Services Assistant I Braille Screening, Parts One (1) and 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 ParaPro assessment.

### **Licenses and Certifications**

1. A 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 certificated 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](http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf)

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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 above.
  4. Proof of passing the District-administered Vision Services Assistant I Braille Screening.
  5. 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**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 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**

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.)

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

Computers, printers, typewriters, telephones, calculators, copiers, fax machines, filing cabinets/equipment, brailers, embossers, electronic note takers, closed-circuit televisions (CCTVs), 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: 07/24/23
- Created: 10/13/08