

# LYON COUNTY SCHOOL DISTRICT

## Adult Education Non-Instructional Classified Specialist

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**Job Group:** Specialized, Non-Instructional Classified Specialist

**Classification:** Classified

**Terms of Employment:** Pay Grade 24 on the Classified Salary Structure (9 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** The Adult Education non-instructional classified specialist will perform duties under the supervision of the Adult Education Teacher(s). The Adult Education non-instructional classified specialist may work with students on a one-to-one basis or with small groups of students, assist with the development and maintenance of student records and materials, assist the Adult Education teacher(s), and assist students in the use of instructional technology and other such equipment. The primary role of the Adult Education non-instructional classified specialist is to assist Adult Education teachers in with teaching related activities—the activities that have been planned by the Adult Education teacher. Additional responsibilities will include non-instructional activities. This position reports directly to the Adult Education Teacher. **This position is 100% grant funded and dependent on continued funding from grant on an annual basis. The employee selected may continue if funding continues. There will be no overage placement rights at end of grant funding period.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assists in general education and Adult Education classrooms as requested.
2. Has knowledge of basic content area skills.
3. Works cooperatively in an instructional team.
4. Demonstrates the ability and commitment to learn instructional techniques to meet individual student needs.
5. Assists the teacher in: maintaining records of every student for accurate documentation; preparing, processing and receiving orders and materials; administer assessments (as applicable and permissible) and managing student behavior.
6. Keeps the Adult Education teacher informed of any difficulties individual students are experiencing.
7. Participate in Adult Education professional development activities as necessary and as appropriate.

### POSITION EXPECTATIONS:

1. Ability to work under the direction of the Adult Education teacher(s).
2. Ability to work cooperatively and collaboratively with a variety of staff, teachers, and parents.
3. Ability to support the Adult Education teacher by helping set-up work areas, displays and exhibits, operating instructional technology, distributing and collecting paper and supplies.
4. Ability to complete routine records timely and accurate student records.
5. Ability to learn and apply school rules, regulations, and procedures.
6. Ability to complete other duties as assigned by the Adult Education Teacher.).

### POSITION REQUIREMENTS: Education and Training:

1. Valid driver's license and DMV clearance.
2. Is fluent in reading, writing, and speaking English

### Licenses and Certifications: Must have:

1. First Aid, CPR Training,
2. Substitute License from the Nevada Department of Education

Experience working with the educational setting in an area of Adult Education preferred.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to assist students access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, augmentative communication devices, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as needed and in accordance with state regulations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:**

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

**Hazards:** Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

| <i>ESSENTIAL FUNCTION</i>                                | <i>LESS THAN 25% OF TIME</i> | <i>25% TO 49% OF TIME</i> | <i>50% TO 74% OF TIME</i> | <i>75% TO 100% OF TIME</i> |
|--|------------------------------|---------------------------|---------------------------|----------------------------|
| Sitting  |                              | X                         |                           |                            |
| Standing   |                              | X                         |                           |                            |
| Walking  |                              | X                         |                           |                            |
| Bending/Stooping/<br>Squatting/Twisting                  |                              |                           | X                         |                            |
| Crawling   |                              |                           |                           |                            |
| Kneeling   |                              |                           |                           |                            |
| Reaching above of body                                   |                              |                           |                           |                            |
| Reaching away from body                                  |                              |                           |                           |                            |
| Climbing Stairs  |                              |                           |                           |                            |
| Climbing while working<br>(ladder, stools, roofs, poles) |                              |                           |                           |                            |
| Balancing  |                              |                           |                           |                            |
| Lifting &/Or Carrying<br>objects:                        |                              |                           |                           |                            |
| 50 Pounds or 1/3<br>Bodyweight                           | X                            |                           |                           |                            |
| Pushing  | X                            |                           |                           |                            |
| Pulling  | X                            |                           |                           |                            |
| Grasping/ Gripping                                       |                              |                           |                           |                            |
| Handling   |                              |                           |                           |                            |

|                                       |   |  |  |  |
|---------------------------------------|---|--|--|--|
| Applying Torque (arms)                |   |  |  |  |
| Fine Manipulation                     |   |  |  |  |
| Repetitive Work                       |   |  |  |  |
| Weight Bearings                       |   |  |  |  |
| Typing, Keyboarding, or Entering Data | X |  |  |  |
| Computer Monitor/ CRT                 | X |  |  |  |
| Driving a Vehicle                     |   |  |  |  |
| Working Alone                         |   |  |  |  |
| Operating Machinery or Equipment:     |   |  |  |  |
| Heavy Equipment                       |   |  |  |  |
| Vibrating Equipment                   |   |  |  |  |
| Power Tools                           |   |  |  |  |
| Machine/Electrical Hazards            |   |  |  |  |
| Ladders ≥ 6 Feet                      |   |  |  |  |
| Personal Protective Equipment         |   |  |  |  |
| Respirator Use                        |   |  |  |  |
| Work Conditions:                      |   |  |  |  |
| High Noises                           |   |  |  |  |
| Heights                               |   |  |  |  |
| Confined Spaces                       |   |  |  |  |
| Heat Stress                           | X |  |  |  |
| Cold Stress                           | X |  |  |  |
| UV Exposure                           | X |  |  |  |
| Hazardous Chemical/Waste              | X |  |  |  |
| >8 Hrs Day                            |   |  |  |  |
| Overtime/Irregular Hrs                |   |  |  |  |
| Senses:                               |   |  |  |  |
| Eyes                                  |   |  |  |  |
| Visually Demanding Work               | X |  |  |  |
| Near Vision                           |   |  |  |  |
| Far Vision                            |   |  |  |  |
| Depth Perception                      |   |  |  |  |
| Basic Color Discrimination            |   |  |  |  |
| Hearing Protection                    |   |  |  |  |
| Speech Discrimination                 | X |  |  |  |
| Audio Alarms                          |   |  |  |  |
| Ability to Smell                      |   |  |  |  |

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_