

# LYON COUNTY SCHOOL DISTRICT

## Classified Non-Instructional Specialist – PAES Lab

**Job Group:** Non-Instructional Specialist

**Classification:** Classified

**Terms of Employment:** Pay Grade 24 on the Classified Salary Structure (195 Days)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** The Classified Specialist will implement into daily student instruction administration of appropriate district curriculum that is aligned with the PAES Lab regulations and guidelines and the Lyon County School District approved curriculum. The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA and report directly to the school site administrator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Administer appropriate district curriculum that is aligned with the PAES Lab regulations and guidelines.
2. Ensure the opportunity for all students to learn in a respectful environment.
3. Create and maintain a positive, orderly, and academically focused library media center.
4. Provide Pre-Employment Transition Services (Pre-ETS) to LCSD students with disabilities via PAES Labs.
5. Ensure compliance with special services such as IEP's and other related mandates.
6. Ensure compliance with PAES Lab regulations and guidelines at all times.
7. Create an environment that fosters, Portrait of a Learner for students and staff.
8. Ensure compliance with assessment regulations and guidelines at all times.
9. Work professionally and collaboratively with administration, staff, parents, and community.
10. Integrate technology into the instructional programs, curriculum, and lessons.
11. Maintain accurate and timely records for all students and the LCSD PAES Lab Coordinator.
12. Collaborate with school counselors and administrators to ensure recruitment efforts for students receiving Special Education and Section 504 services participate in PAES Labs.
13. Collaborate with case managers on PAES Lab services and provide data to the IEP team about student progress on transition goals.
14. Collaborate with the PAES Lab Coordinator to ensure materials and data are updated.
15. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
16. Regular and consistent punctuality and attendance are essential functions of the job.
17. Participate in other job-related duties and activities related to the position as assigned.

### POSITION EXPECTATIONS:

1. Demonstrate knowledge, skill, and ability to provide instruction in a PAES Lab environment.
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Establish and communicate clear expectations for all lessons, units, and projects.
4. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.

5. Participate as collaborative member with other faculty and staff.
6. Maintain accurate and complete records as required by law and district policy.
7. Maintain and improve professional competence through continued education and in-service.
8. Communicate professionally and effectively in written, oral, and non-verbal terms.
9. Perform other job-related duties as may be assigned by the site administrator/supervisor.

**POSITION REQUIREMENTS:**

**Education and Training:** AA Degree or Earned Credit Equivalent

**Licenses and Certifications:** Must possess or be able to acquire a Nevada substitute teaching license issued by the Nevada Department of Education.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**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 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, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

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.

**Hazards:** Classroom furniture, playground/office equipment, 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)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			

Crawling				
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
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				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
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: \_\_\_\_\_