

ASED Contract Instructor

Minimum Requirement:

- A bachelor's degree, or higher.
- Pass background and drug testing.

Job Duties:

- Teach educational classes to individuals who are court-ordered to attend specific classes, depending upon their charge and sentencing.
- Arrive to class prepared to teach the course and familiar with the curriculum.
- Conduct the class for the required time allotted for that specific class.
- Instruct the course as assigned with the purpose of providing education to students in the class.
- If a student is expelled from the classroom for any reason; if a situation disrupts the class session in a substantial way; and/or, if the marshals are summoned to the classroom for any reason, the contractor must complete an incident report and submit it to ASED management within 24 business hours.
- Ensure all students have checked in for class (has a "ticket for that class"), signed the class roster of attendance, and has received a completion certificate (receipt) for completing the class. If no receipt is available, notify ASED management of the missing certificate and the student's name and case number.
- Notify ASED Management as soon as aware that contractor will be unable to teach their assigned class(es).
- Provide written notice to ASED management at least two weeks prior to a planned absence.
- Use the materials provided by the Municipal Court to teach the class. Materials may include instruction guides, class handouts, videos, etc.
- Protect City assets at all times while using the City classrooms and materials.
- Must be present in class for entire duration (expect bathroom breaks).
- Dress office appropriately.
- Must attend mandatory monthly meetings.
- Must attend any additional mandatory trainings (eventually would like 1-day training for all contractors).

Possible Courses:

1. Driving Under the Influence (DUI): Requires having or obtaining certification from the State of Nevada Department of Motor Vehicles (DMV) to be an instructor for ASED for the DUI School. Requires knowledge of the topic, curriculum and materials used during the class session. DUI School is offered as either four 2-hour sessions, or two 4-hour classes. Currently, we offer classes on Mondays, Tuesdays (Spanish), Wednesday afternoon, and Saturdays (accelerated course, two 4-hour sessions). Saturday classes are held the first two Saturdays of the month, excluding a Saturday connected to a holiday weekend.
2. Domestic Violence (DV): Requires being certified by the State of Nevada Department of Health and Human Services Division of Public and Behavioral Health as a batterer's treatment provider. Or, an individual can train at ASED to get the in-classroom hours and guidance on obtaining the Continuing Education Units (CEUS) to become certified; however, a contractor cannot teach classes or be paid as an instructor for the DV courses until they obtain certification from the state. The domestic violence program consists of 52-class sessions regarding topics pertinent to prevention of domestic violence in families, and the effects of domestic violence on families. The class runs for a minimum of 1 ½ hours. Currently, classes are held at various times on Monday through Thursday, with the exception of a Friday morning class that is held at the Las Vegas City Jail.

3. Impulse Control (IC): Requires knowledge of the topic, being familiar with the curriculum and demonstrating an ability to adequately present the information in a classroom setting. The IC class is either four 2-hour class sessions, or one 8-hour Saturday class. Currently, classes are held on Monday evenings for the four 2-hour sessions.
4. Extended Impulse Control (EIC): Requires knowledge on the topic, being familiar with the curriculum and demonstrating an ability to adequately present the information in a classroom setting. The EIC class is currently held on Wednesday evenings, and are 2-hours in duration.
5. Petit Larceny (PL): Requires knowledge on the topic, being familiar with the curriculum and demonstrating an ability to adequately present the information in a classroom setting. The PL class is either four 2-hour class sessions, or one 8-hour Saturday class. Currently, classes are held on Tuesday evenings for the four 2-hour sessions.
6. Substance Abuse (SA): Requires knowledge on the topic, being familiar with the curriculum and demonstrating an ability to adequately present the information in a classroom setting. The SA class is either four 2-hour class sessions, or one 8-hour Saturday class. Currently, classes are held on Tuesday evenings for the four 2-hour sessions.
7. Traffic School (TS): Requires having or obtaining certification from the State of Nevada Department of Motor Vehicles (DMV) to be an instructor for ASED for the DUI School. Requires knowledge of the curriculum and materials used during the class session.
8. Other classes, as assigned.

If Interested send coversheet with resume and copy of licenses (if applicable) to Sandra Santamaria-Noble at ssantamaria@LasVegasNevada.GOV