TITLE I TEACHER/FAMILY ASSISTANT III (School-wide Title I Programs)

Position Details
Class Code: 0188
Job Family: Para-Professional/Aides/Assistants
Classification: Support Professional
Terms of Employment: Pay Grade 46 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under immediate supervision, performs a variety of paraprofessional duties related to the educational program of a school and facilitates parental involvement in school programs and services.

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

1. Contacts and informs parents of school programs and services through home visits.
2. Acts as liaison between school and parents in gathering or relaying information.
3. Assists licensed teacher/professional in the instructional program by performing tasks such as; taking attendance, monitoring student work groups, correcting/collecting students’ papers, maintaining work folders, distributing materials, scoring and recording grades, reading to students, drilling them in
subject matter presented by the licensed teacher/professional to maintain or improve learning skills, collecting money, and presenting instructional materials.

4. Reviews student progress and problems with parents in conjunction with licensed teacher/professional.

5. Assists students with daily assigned work.

6. Assists in maintaining discipline and encouraging acceptable behavior.

7. May handle minor money for school and/or programs.

8. Conforms to safety standards, as prescribed.

9. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves tasks directly associated with assisting the licensed teacher/professionals in the educational program and with acting as liaison between the school and the parents.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to interact constructively with and demonstrate respect for students, families, and other Clark County School District school/agency personnel.

2. Ability to contribute relevant objective information to licensed teachers/professionals/providers to facilitate planning, problem solving, and decision-making.

3. Ability to follow and use prescribed District policies and procedures to ensure the safety, health, and well being of students and staff.

4. Ability to maintain confidentiality.

5. Ability to plan and organize work.

6. Ability to interpret and apply oral or written instruction.

7. Ability to perform several tasks and determine priorities.

8. Ability to learn and explain District and school policies and procedures.

9. Ability to work independently and to understand limits of authority.

10. Ability to assist with instructional needs of students.

11. Ability to perform routine record keeping.

12. Ability to work cooperatively with employees, students, and parents.

13. Ability to recognize and report hazards and apply safe work methods.

14. Possess physical and mental stamina commensurate with the responsibilities of the position.
Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Minimum of 48 credit hours from an accredited college or university or a passing score on the Educational Testing Service (ETS) para-pro assessment.
3. Six (6) months school or community work experience, student or parent related.

Licenses and Certifications

1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
   License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months of date printed) issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District - school campuses (i.e., offices, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums), visitations to homes community, and/or agencies.
Work Environment

Strength
Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Exposure to climate controlled office 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 and 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).

Examples of Equipment/Supplies Used to Perform Tasks
District-issued/personal vehicles, copy machines, computers, fax machines, telephones (cellular, hand held, pagers), etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.
Job Revision Information

- Revised: 09/28/20
- Created: 07/01/88