

INSTRUCTIONAL ASSISTANT- LEAST RESTRICTIVE ENVIRONMENT

Position Details

Class Code: 0192

Job Family: Para-Professional, Aides and Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 40 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional, performs a variety of paraprofessional duties related to classroom instruction.

Essential Duties and Responsibilities

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

1. Assists professional in the instructional program.
2. Assists professional in maintaining discipline and encouraging acceptable behavior.
3. Assists professional in taking attendance, correcting papers, collecting money and presenting instructional materials.
4. May accompany musical ensembles on piano.
5. May assist professional in supervising sectional rehearsals.
6. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports and a variety of classroom and school material.

7. May assist with the loading and unloading of buses to insure that students board the proper bus.
 8. May assist students with personal care and sanitary needs.
 9. May assist in feeding students by preparing, distributing, ordering and administering snacks and special lunches.
 10. May operate a variety of office machines.
 11. May assist and actively participate with physical education activities.
 12. May contribute to reports on student progress, behavior and performance.
 13. May keep records and administer medication to students per parent authorization.
 14. May assist students with daily assigned activities.
 15. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator(CPR/AED) as necessary.
 16. Completes standard district/school forms.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves performance of tasks directly associated with assisting the professional in a specifically assigned instructional program.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and universal precautions.
2. Ability to deal with unusual behavior and crisis situations.
3. Ability to work effectively with all types of students.
4. Ability to learn and apply school rules, regulations and procedures.
5. Ability to interpret and apply oral and written instruction.
6. Ability to maintain confidentiality.
7. Ability to perform several different tasks and determine priorities.
8. Ability to plan and organize work.
9. Ability to perform routine record keeping.
10. Ability to play easy to moderately difficult piano accompaniments.
11. Ability to work cooperatively with employees, students, parents/guardians, and the public.
12. Ability to recognize and report hazards and apply safe work methods.

13. 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., GED, foreign equivalency, etc.).

Licenses and Certifications

1. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from either the American Heart Association, American Red Cross, or other 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 certificate must be uploaded into the application.

Preferred Qualifications

1. Foreign Language (Bilingual Programs).
 2. Verified typing score of 35 words per minute net.
 3. Possess physical and mental stamina commensurate with the responsibilities of the position.
 4. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.
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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. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally/ frequently/constantly. May involve negligible to significant stand/walk/push/pull/carry.

Physical Demand

May involve climbing, balancing, stooping, kneeling, crouching, talking and hearing, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Involves hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed materials, Video Display Terminal (VDT) screens, 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

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, school supplies, 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: 10/21/20
- Created: 07/01/88