

SPECIALIZED PROGRAMS

TEACHER ASSISTANT

Position Details

Class Code: 0160

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 41 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional, performs a variety of para-professional duties related to the educational program for special needs students.

Essential Duties and Responsibilities

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

1. Assists licensed professional with special education students in self-contained classrooms in all phases of educational and therapy programs.
2. Assists licensed professional in taking attendance, correcting papers, collecting money, and presenting instructional materials.
3. Assists licensed professional with student progress reports and student concerns.
4. Assists students with personal care.
5. Assists licensed professional in maintaining discipline and encouraging acceptable behavior.
6. Assists with supervision of playground activities.
7. Monitors students during assigned period within a variety of school environments (i.e., assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) for the purpose of

- maintaining a safe and position learning environment, which may include physical interventions (i.e., jogging or running after a student to prevent them from doing harm to him/herself or others).
8. May assist students with the use and/or physical needs of prosthetic devices.
 9. May keep records and administer medication to students per parent authorization.
 10. May assist with the loading and unloading of students transported by bus.
 11. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special meals.
 12. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves tasks directly associated with assisting professionals in the special education programs of a school, such as:

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| 1. Self-contained (regular campus) | 4. Adaptive physical education |
| 2. Visually impaired (regular campus) | 5. Medically fragile |
| 3. Hearing impaired (special schools) | 6. Severe/profound |
| | 7. Special education transportation aide |
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Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and Universal Precautions.
 2. Ability to work effectively with special needs students.
 3. Ability to interpret and apply oral and written instructions.
 4. Ability to perform several tasks and determine priorities.
 5. Ability to deal with unusual behavior and crisis situations.
 6. Ability to learn and apply school rules, regulations, and procedures.
 7. Ability to complete routine records.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).

Licenses and Certifications

Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from 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. Signing abilities (for the hearing-impaired program).
 2. One (1) year experience working with special education children.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools – cafeteria/multi-purpose room, classrooms, health office, locker rooms, playgrounds, other designated school areas (i.e. athletic areas/fields, bus stops), etc.

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally/ frequently/constantly.

Physical Demand

Frequent sitting, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom/office setting and use standard classroom/office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional 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 for 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

Thermometers, splints, first aid supplies, catheters, and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff/stethoscope, instalines (vision screening), audiometers (hearing screening), computers (i.e., notebooks, laptops, tablets, etc.), smart interactive white boards, telephones, copy machines, 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: 05/07/21
- Created: 07/01/88