

Sign Language Aide

Position Details

Class Code: 0161

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional/teacher, performs paraprofessional duties, including using sign language related to educational programs for deaf and hard-of-hearing (DHH) students.

Essential Duties and Responsibilities

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

1. Assists professional with self-contained program students in all phases of educational and therapy programs.
2. Assists teacher in taking attendance, correcting papers, collecting money, and presenting instructional materials, using signing abilities as necessary.
3. Assists professional with student concerns and progress reports.
4. Assists students with personal care.
5. Assists professional in maintaining discipline and encouraging acceptable behavior.
6. Assists in supervising playground activities.
7. May assist students in using prosthetic devices.
8. May keep records and administer medication to students, per parent authorization.
9. May assist in loading/unloading students transported by bus.

10. May assist in feeding students by preparing, distributing, ordering, and administering snacks/special lunches.
 11. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists professionals in school special education programs, including:

1. Self-contained (regular campus)
 2. Visually-impaired (regular campus)
 3. Hearing-impaired (special schools)
 4. Adaptive physical education
 5. Medically fragile
 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 and other individuals.
 3. Ability to interpret and apply verbal/written instructions.
 4. Ability to multitask and prioritize work.
 5. Ability to learn/apply school rules, regulations, and procedures.
 6. Ability to complete routine records.
 7. Ability to maintain confidentiality of student records/contacts, etc.
 8. Ability to work with DHH students and deal with unusual student behavior.
 9. Ability to work flexible hours/shifts.
 10. Ability to work cooperatively with employees, students, parents, and the public.
 11. Ability to recognize/report hazards and apply safe work methods.
 12. 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., General Educational Development (GED), foreign equivalency, etc.)

2. Signing abilities as determined by a Clark County School District-approved test.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of 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. National Association for the Deaf (NAD) Level I or II certification.
2. One (1) year of experience working with special education children.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
4. National Association for the Deaf (NAD) Level I or II certification, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD schools (i.e., health offices, playgrounds, cafeterias, classrooms, locker rooms, etc.)

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, and pulling. May involve climbing, balancing, stooping, kneeling, crouching, talking, hearing, reaching, handling, and repetitive fine motor activities. 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 acuity and depth perception; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors 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, Insta-Lines (vision screening), audiometers (hearing screening), computers, telephones, copiers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/17/23
- Created: 07/01/88