

Specialized Programs Teacher Assistant II

Position Details

Class Code: 0162

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 44 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision of the assigned instructional personnel, the purpose of the position is to provide support to licensed teacher/professional in the assigned classroom/subject matter, requiring general knowledge of special education and therapy programs. Position may be assigned to a multi-subject environment and perform a broad array of generalized support functions. Work includes assisting with course delivery, administration of tests, and the tabulation and recording progress for students with disabilities. The position is distinguished from that of Special Programs Teacher Assistant I, by knowledge gained through experience.

Essential Duties and Responsibilities

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

1. Performs a wide variety of instructional support duties in compliance with all Clark County School District (CCSD) pre-established policies, procedures and guidelines applicable special needs programs.
2. Assists licensed teacher/professional with classroom preparation and coursework delivery (distributes materials, collects and corrects students' papers, and records grades, etc.).

3. Assists licensed teacher/professional in maintaining classroom organization and discipline (takes attendance, monitors student work groups, reads to students, and reviews subject matter presented by the licensed teacher/professional, etc.).
 4. Organizes and effectively communicates class/course objectives, standards, and requirements for successful achievement.
 5. Assists in administration and monitoring of student testing.
 6. Assists students in small groups or individually in completing assignments or classroom activities under licensed teacher/professional supervision and direction.
 7. Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.
 8. Provides guidance and assistance to students as directed, in order to ensure appropriate assimilation of class/course content, supporting student success and achievement.
 9. May assist students with personal care and sanitary needs; may assist in feeding students by preparing, distributing, ordering and administering snacks and special lunches; may assist students with physical needs or disabilities; may assist hearing or visually impaired students; may assist with various special medical needs.
 10. Performs various clerical tasks (sort materials, file paperwork, type correspondence and instructional materials, duplicate bulletins and collect fees/money, etc.).
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves tasks directly associated with assisting licensed teachers/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. Considerable knowledge of business English and spelling; knowledge of basic math.
 2. Considerable knowledge of academic discipline being delivered.
 3. Considerable knowledge of basic CCSD work policies and guidelines; knowledge of departmental practices and procedures.
 4. Ability to understand, follow, and lead written and verbal instructions.
 5. Ability to communicate information clearly both verbally and in writing.
 6. Ability to effectively lead and supervise a group comprised of students with disabilities engaged in carrying out classroom activities/functions.
 7. Ability to assist licensed teachers/professionals/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or disabilities.
 8. Ability to establish a safe, orderly educational environment with special needs children of varying ages.
 9. Ability to interpret, identify, and provide for the needs of students with disabilities; skill in providing sensitive customer service to individuals with disabilities.
 10. Ability to operate basic office equipment (computer terminals, printers, copy machines, telephone systems, facsimile machines).
 11. Ability to perform routine typing and basic computer operations (data entry, word processing, records retrieval, etc.).
 12. Ability to access, operate and maintain various software applications; ability to read, update, and maintain various records and files.
 13. Ability to establish and maintain effective working relationships with departmental personnel, licensed teachers/professionals, and students.
 14. Ability to work independently to carry out assignments to completion.
 15. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
 16. Ability to work flexible hours' necessary for the efficient operation of the department.
 17. Possess physical and mental stamina commensurate with the responsibilities the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Six (6) months successful completion of Specialized Programs Teacher Assistant I or Title I Specialized Programs Teacher Assistant.
3. Experience working with children, preferably within a special needs environment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current (CPR/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

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (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. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools and facilities (health offices, playgrounds, cafeterias, classrooms, locker rooms, athletic fields).

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, 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 conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online 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

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 (notebooks, laptops, tablets, etc.), smart interactive whiteboards, 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: 08/01/24
- Created: 07/01/88