

IN-HOUSE SUSPENSION

TEACHER AIDE

Position Details

Class Code: 0165

Job Family: Para-Professional, Aides, and 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, performs a variety of para-professional duties related to the educational program for students referred to in-house suspension.

Essential Duties and Responsibilities

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

1. Takes attendance, distributes and collects papers, collects lunch money, and provides help to students with instructional materials provided by classroom teachers.
2. Compiles reports on student problems and behavior for teachers.
3. Assists students with personal care and sanitary needs.
4. Maintains discipline and encourages acceptable behavior.
5. Assists with loading and unloading of buses to ensure that students board the proper bus.
6. Assists students with daily assigned work.
7. Completes standard District/school forms.
8. May operate a typewriter, adding machine, and/or calculator.

9. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) when necessary.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves tasks directly associated with assisting professionals in the in-house suspension program of a school.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) and universal precautions.
 2. Ability to work effectively with 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

1. High school graduation or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. Experience working with children.

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

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
 2. Current Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
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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 force required to stand/walk/push/pull/carry.

Physical Demand

May involve climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Involves hearing and speech to communicate in person or over the telephone/radio. 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 and 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

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: 10/13/20
- Created: 07/01/88