In-House Suspension Teacher Aide

Position Details
Class Code: 0165  
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, performs a variety of paraprofessional 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 licensed teachers/professionals.
2. Compiles reports on student problems and behavior for licensed teachers/professionals.
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 Clark County School 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.

**Distinguishing Characteristics**
Involves tasks directly associated with assisting licensed teachers/professionals in the in-house suspension program of a school.

**Knowledge, Skills, and Abilities (Position Expectations)**
1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to work effectively with students.
3. Ability to interpret and apply verbal 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.

**Position Requirements**

**Education, Training, and Experience**
1. High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Experience working with children.

**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 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. 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.

Examples of Assigned Work Areas
District schools (i.e., health offices, playgrounds, cafeterias, classrooms, locker rooms, etc.).

Work Environment

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

Physical Demand
May involve climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone/radio. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed and online 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
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: 04/03/23
- Created: 07/01/88