

# TITLE I IN-HOUSE SUSPENSION TEACHER ASSISTANT III (School- wide Title I Programs)

## Position Details

Class Code: 0168

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 45 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision of a licensed teacher/professional, performs a variety of paraprofessional duties related to the educational program for students referred to in-house suspension.

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## Essential Duties and Responsibilities

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

1. Knowledge of CPR/AED and universal precautions.
2. Ability to work cooperatively with employees, students, parents/guardians.
3. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
4. Ability to interpret and apply oral and written instructions.
5. Ability to perform several tasks and determine priorities.
6. Ability to deal with unusual behavior and crisis situations.
7. Ability to learn and apply school rules, regulations, and procedures.

8. Ability to assist in enforcing safety rules, standards of courtesy and behavior expected of students.
  9. Ability to maintain confidentiality.
  10. Ability to complete routine records.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibility of the position.
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## **Distinguishing Characteristics**

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

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CPR/AED and universal precautions.
  2. Ability to work cooperatively with employees, students, parents/guardians.
  3. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
  4. Ability to interpret and apply oral and written instructions.
  5. Ability to perform several tasks and determine priorities.
  6. Ability to deal with unusual behavior and crisis situations.
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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. Experience working with children.
3. Minimum of 48 credit hours from an accredited college or university or a passing score on the Educational Testing Service (ETS) para-pro assessment.

## **Licenses and Certifications**

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (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.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. College transcript(s).
  3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator 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**

Clark County School District schools (i.e. health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

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## **Work Environment**

### **Strength**

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

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing . 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 and far acuity, and color vision. Vision to read printed and online materials, a 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, school supplies, etc. Affirmative Action/Equal Opportunity Employer

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## **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: 05/24/21
- Created: 07/01/88