

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

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.

Essential Duties and Responsibilities

This 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 for 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 typewriter, adding machine, and/or calculator.
 9. May administer 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 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 cooperatively with employees, students, and parents/guardians.
 3. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
 4. Ability to interpret and apply verbal 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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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) ParaPro assessment.

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. College transcript(s) from an accredited college or university, if applicable or copy of passing score on the ETS ParaPro assessment.
 4. 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.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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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

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).

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