

Instructional Assistant - Bilingual

Position Details

Class Code: 0172

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 40 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional, performs paraprofessional duties related to classroom instruction.

Essential Duties and Responsibilities

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

1. Assists teacher/professional in the instructional program.
2. Assists teacher/professional in maintaining discipline and encouraging acceptable behavior.
3. Assists teacher/professional in taking attendance, correcting papers, collecting money, and presenting instructional materials.
4. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and classroom/school materials.
5. May assist in loading/unloading buses; ensures students board proper buses.
6. May assist students with personal care and sanitary needs.
7. May assist in feeding students by ordering, preparing, distributing, and administering snacks and special lunches.
8. May operate office machines.
9. May assist and actively participate in physical education activities.
10. May contribute to reports on student progress, behavior, and performance.

11. May keep records and administer medication to students, per parent authorization.
 12. May assist students with assignments.
 13. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 14. Completes standard Clark County School District (CCSD)/school forms.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting teachers/professionals in specifically-assigned instructional programs, including:

1. English Language Learner (ELL)
 2. Regular classroom (In lieu of teacher)
 3. Special Education – Gifted & Talented Education (GATE)
 4. Alternative Education
 5. Adult English Language Acquisition Services (AELAS)
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Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and Universal Precautions.
 2. Ability to deal with unusual behavior and crisis situations.
 3. Ability to work effectively with all types of students.
 4. Ability to learn and apply school rules and procedures.
 5. Ability to interpret and apply verbal/written instructions.
 6. Ability to maintain confidentiality.
 7. Ability to multitask.
 8. Ability to plan, organize, and prioritize work.
 9. Ability to perform routine recordkeeping.
 10. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 11. 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 (General Education Development (GED), foreign equivalency, etc.).
2. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a CCSD-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

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 a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

Preferred Qualifications

1. Demonstrated interpretation and translation experience in English and another language.
2. Verified typing score of 35 words per minute net.
3. Demonstrated experience working with school staff, parents/guardians, and the public.

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration in the application or qualified selection pool (QSP) placement:

<https://www.vegaspbs.org/workforce-education/workplace-testing/>

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 certification as indicated above. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
4. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Selected candidates must upload verification of successful completion of Language Proficiency Test to their profile.

Examples of Assigned Work Areas

CCSD schools (health offices, playgrounds, cafeterias, classrooms, locker rooms, etc.).

Work Environment

Strength

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

Physical Demand

May involve climbing, balancing, stooping, kneeling, crouching, talking, hearing, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. 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

Varies from climate-controlled office settings to work outdoors, 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, 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, fax machines, calculators, copiers, phones, 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: 06/27/24
- Created: 07/01/88