

TITLE I INSTRUCTIONAL ASSISTANT III – PE

Position Details

Class Code: 0180

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 44 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 classroom instruction.

Essential Duties and Responsibilities

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

1. Assists licensed teacher/professional in the instructional program by performing tasks such as; taking attendance, monitoring student work groups, correcting/collecting students' papers, maintaining work folders, distributing materials, scoring and recording grades, reading to students, drilling them in subject matter presented by the licensed teacher/professional to maintain or improve learning skills, collecting money, and presenting instructional materials.
2. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
3. May accompany musical ensembles on piano.
4. May assist licensed teacher/professional in supervising sectional rehearsals.
5. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports and a variety of classroom and school material.

6. May assist with the loading and unloading of buses to ensure that students board the proper bus.
 7. May assist students with personal care and sanitary needs.
 8. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
 9. May operate a variety of office machines.
 10. May assist and actively participate with physical education activities.
 11. May contribute to reports on student progress, behavior, and performance.
 12. May keep records and administer medication to students per parent authorization.
 13. May assist students with daily assigned activities.
 14. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 15. Completes standard Clark County School District/school forms.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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DISTINGUISHING CHARACTERISTICS

Involves performance of tasks directly associated with assisting the licensed teacher/professional in assigned instructional activities; such as, but not limited to:

1. Early childhood
 2. Regular classroom (in lieu of teacher)
 3. Resource
 4. Second Language/Bilingual
 5. Vocal Music
 6. Instrumental Music
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KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations)

1. Knowledge of CPR/AED and universal precautions.
2. Ability to assist licensed teachers/professionals/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds.
3. Ability to objectively gather and report relevant information about students to assist in the planning process.
4. Ability to deal with unusual behavior and crisis situations.

5. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
 6. Ability to work effectively with all types of students.
 7. Ability to learn and apply school rules, regulations, and procedures.
 8. Ability to interpret and apply oral and written instruction.
 9. Ability to assist in enforcing safety rules, standards of courtesy and behavior expected of students.
 10. Ability to maintain confidentiality.
 11. Ability to perform several different tasks and determine priorities.
 12. Ability to plan and organize work.
 13. Ability to perform routine record keeping.
 14. Ability to play easy to moderately difficult piano accompaniments.
 15. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. 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., General Educational Development (GED), foreign equivalency, etc.).
2. 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

1. Foreign Language (Bilingual Programs).
 2. Verified typing score of 35 words per minute net.
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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), if applicable.
 3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate, as identified 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 (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

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: 05/19/21
- Created: 07/01/88