

# Title I Teacher / Family Assistant III (School-wide Title I Programs)

## Position Details

Class Code: 0188

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, performs paraprofessional duties related to school educational programs and facilitates parental involvement in school programs/services.

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## Essential Duties and Responsibilities

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

1. Informs parents/guardians of school programs and services through home visits.
2. Acts as liaison between school and parents in gathering/relaying information.
3. Assists licensed teacher/professional in the instructional program by performing tasks including:
  - Taking attendance
  - Monitoring student work groups
  - Distributing materials
  - Collecting/correcting students' papers
  - Scoring/recording grades
  - Maintaining work folders
  - Reading to students
  - Drilling students in subject matter presented by the teacher/professional



- Collecting money
  - Presenting instructional materials
4. Reviews student progress and problems with parents in conjunction with professional.
  5. Assists students with daily assigned work.
  6. Assists in maintaining discipline and encouraging acceptable behavior.
  7. May handle small amounts of money for school programs.
  8. Conforms to safety standards, as prescribed.
  9. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists professionals in the educational program; acts as liaison between the school and parents/guardians.

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

1. Ability to interact constructively with and demonstrate respect for students, families, and Clark County School District/agency personnel.
  2. Ability to contribute relevant objective information to professionals/providers to facilitate planning, problem solving, and decision-making.
  3. Ability to follow District policies and procedures to ensure student/staff safety, health, and well-being.
  4. Ability to maintain confidentiality.
  5. Ability to plan and organize work.
  6. Ability to interpret and apply verbal/written instructions.
  7. Ability to multitask and prioritize work.
  8. Ability to learn and explain District/school policies and procedures.
  9. Ability to work independently and understand limits of authority.
  10. Ability to assist with students' instructional needs.
  11. Ability to perform routine recordkeeping.
  12. Ability to work cooperatively with employees, students, and parents.
  13. Ability to recognize/report hazards and apply safe work methods.
  14. 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 credits from an accredited college/university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Six (6) months' school/community work experience related to students/parents.

## Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

## 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. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Current copy of driving history (dated within six (6) months of date printed) issued by the DMV.
  4. One of the following:
    - Transcript(s) from an accredited college/university.
    - Proof of passing score on the ETS ParaPro assessment.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD schools (i.e., offices, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums), home visits, agencies, etc.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., 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/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, 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, 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**

District-issued/personal vehicles, copiers, computers, fax machines, telephones (office, handheld, pagers), etc.

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### **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: 08/18/23
- Created: 07/01/88