INSTRUCTIONAL ASSISTANT-TEACHER AIDE

Position Details
Class Code: 0190
Job Family: Para-Professional, Aides and 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 a variety of 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 licensed professional in the instructional program.
2. Assists licensed professional in maintaining discipline and encouraging acceptable behavior.
3. Assists licensed professional in taking attendance, correcting papers, collecting money, and presenting instructional materials.
4. May accompany musical ensembles on piano.
5. May assist professional in supervising sectional rehearsals.
6. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and a variety of classroom and school material.
7. May assist with the loading and unloading of buses to ensure that students board the proper bus.
8. May assist students with personal care and sanitary needs.
9. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
10. May operate a variety of office machines.
11. May assist and actively participate with physical education activities.
12. May contribute to reports on student progress, behavior, and performance.
13. May keep records and administer medication to students per parent authorization.
14. May assist students with daily assigned activities.
15. May perform cardiopulmonary resuscitation/automated external defibrillator (CPR/AED), when necessary.
16. Completes standard Clark County School District/school forms, as required.
17. Conforms to safety standards, as prescribed.
18. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves performance of tasks directly associated with assisting the licensed professional in a specifically assigned instructional program, such as, but not limited to:
1. Compensatory Education
   a. Second Language/Bilingual
   b. Chapter I & II
2. Dance
3. Instrumental music
4. Regular classroom (in lieu of teacher)
5. Special Education (resource)
6. Special Education (A.T.)
7. Visual Arts
8. Vocal music

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, regulations and procedures.
5. Ability to interpret and apply oral and written instruction.
6. Ability to maintain confidentiality.
7. Ability to perform several different tasks and determine priorities.
8. Ability to plan and organize work.
9. Ability to perform routine record keeping.
10. Ability to play easy to moderately difficult piano accompaniments.
11. Ability to work cooperatively with employees, students, parents/guardians, and the public.
12. Ability to recognize and report hazards and apply safe work methods.
13. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).

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.

Preferred Qualifications
1. Foreign Language (Bilingual Programs).
2. Verified typing score of 35 words per minute net.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District schools (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.
**Work Environment**

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

**Physical Demand**
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, 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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

**Environmental Conditions**
Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to 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, 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: 06/25/20
- Created: 07/01/88