

# 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

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## Position Summary

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

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## Essential Duties and Responsibilities

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

1. Assists professional in the instructional program.
2. Assists professional in maintaining discipline and encouraging acceptable behavior.
3. Assists 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) as necessary.
  16. Completes standard Clark County School District/school forms.
  17. Conforms to safety standards, as prescribed.
  18. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves performance of tasks directly associated with assisting the 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
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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, 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.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).

### **Licenses and Certifications**

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from either 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. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
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## Examples of Assigned Work Areas

Clark County School District schools (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

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## Work Environment

### Strength

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

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting and outdoor setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to 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

Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, school supplies, etc.

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## **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: 12/22/20
- Created: 07/01/88