

Instructional Assistant – Visual Arts Program

Position Details

Class Code: 1210

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 a variety of duties related to visual arts programs.

Essential Duties and Responsibilities

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

1. Assists licensed professional in helping students in general visual art techniques, generating ideas, idea development, sketching, making models, etc.
2. Assists licensed professional with gallery curation on and off campus; providing artistic feedback, knowledge of gallery protocol, salon style, and traditional hanging curation. Provides guidance with arrangement and secures placement of artwork (digital, two-dimensional (2D), and three-dimensional (3D) works) and provides supervision in gallery space.
3. Assists licensed professional in maintaining discipline and encouraging acceptable behavior.
4. Assists licensed professional in taking attendance, correcting papers, collecting money (fees, dues, fundraising), and presenting instructional materials.
5. Follows protocol (proper etiquette) for welcoming guests to campus for art shows, auditions, and open house events.

6. Assists licensed professional with purchasing art supplies and equipment.
 7. Actively and regularly updates and inputs data into student information system (student fees, etc.) and creates proper school purchasing documents for supplies and equipment.
 8. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and a variety of classroom and school material. Specifically, updating the school's art webpage/art page (updating imagery, art shows, and event information).
 9. May assist with the loading and unloading of buses and school van to ensure that students board the proper vehicle for fieldtrips and gallery curating events, etc.
 10. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches; presenting hors d'oeuvres for art shows and awards events.
 11. May operate a variety of office machines.
 12. May contribute to reports on student progress, behavior, and performance.
 13. May keep records and administer medication to students per parent/guardian authorization.
 14. May assist students with daily assigned activities (walking field trips off campus, changing of artwork for bulletin boards and displays throughout campus, etc.).
 15. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 16. Completes standard Clark County School District (CCSD)/school forms for ordering equipment/supplies, field trips, facilities, and fundraising requests.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves work and experience directly associated with assisting the licensed professional in a visual arts program.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and Universal Precautions.
2. Knowledge of 2D work (drawing, painting, collage, etc.).
3. Knowledge of 3D work (sculpture, installation, etc.).
4. Knowledge of equipment and media for film, 2D, and 3D media.

5. Basic knowledge of Adobe suite: Photoshop, Illustrator, iMovie, Charms, web design updates, and advertising.
 6. Ability to deal with unusual behavior and crisis situations.
 7. Ability to work effectively with all types of students.
 8. Ability to learn and apply school rules, regulations, and procedures.
 9. Ability to interpret and apply verbal/written instruction.
 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 work cooperatively with employees, students, parents/guardians, and the public.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. 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 Educational Development (GED), foreign equivalency, etc.).
2. Six (6) months experience working in a visual arts program, gallery curation, or related experience.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/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

Two (2) years professional experience working with or instructing students in a visual arts program.

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 certificate as indicated 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

CCSD schools – playgrounds, classrooms, designated school areas, city buildings, outdoor mural spaces, etc.

Work Environment

Strength

Sedentary/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 seated 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, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and outdoor setting with temperatures ranging from mild to 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).

Examples of Equipment/Supplies Used to Perform Tasks

Visual Arts equipment and supplies (sketchbooks, pencils (graphite, charcoal, etc.), brushes, color wheels, acrylic paints, cameras, masking tape, etc.), computers, printers, typewriters, fax machines, calculators, copiers, telephones, 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: 06/26/24
- Created: 03/18/16