

# Instructional Assistant – Literacy and Language Program

## Position Details

Class Code: 1222

Job Family: Paraprofessionals/Aides/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 for the purpose of tutoring students in small literacy/language groups.

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## Essential Duties and Responsibilities

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

1. Determines from licensed professional directions and evaluation of student work, the concepts that need to be the focus of tutorial sessions.
2. May assist licensed professional with interpreting data from online programs and prepare and implement writing tutor small-group lesson plans.
3. May assist other tutors in working with students.
4. Conducts small-group tutorial sessions.
5. May administer assessments to include a universal screener and diagnostics.
6. Tutors students in the skills that will allow them to read and understand a variety of materials.
7. Assists licensed professional in maintaining discipline and encouraging acceptable behavior.
8. Assists licensed professional in taking attendance, correcting papers, collecting

- money, and presenting instructional materials.
9. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and a variety of classroom/school material.
  10. May assist with the loading and unloading of buses to ensure that students board the proper bus.
  11. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
  12. May operate a variety of office machines.
  13. May contribute to reports on student progress, behavior, and performance.
  14. May assist students with daily assigned activities.
  15. May oversee students while engaged in online programs.
  16. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
  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 licensed professional in assigned instructional tutoring, such as working with students and administering assessments.

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

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to assist licensed professionals with modifying learning materials and activities to meet the needs of individuals with different ability levels or language backgrounds.
3. Ability to model lessons for other tutors and work to support licensed professional.
4. Ability to objectively gather and report relevant information about students to assist in the planning process.
5. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
6. Ability to learn and apply school rules, regulations, and procedures.
7. Ability to interpret and apply verbal/written instructions.
8. Ability to assist in enforcing safety rules, standards of courtesy, and behavior expected of students.

9. Ability to maintain confidentiality.
  10. Ability to perform several different tasks and determine priorities.
  11. Ability to plan and organize work.
  12. Ability to perform routine record keeping.
  13. Ability to recognize and report hazards and apply safe work methods.
  14. Ability to work flexible hours and shifts.
  15. 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 with students in a literacy program focused on language acquisition, reading, and/or writing.

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Current 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**

1. Foreign Language (bilingual programs).
  2. Two (2) years professional experience tutoring students in small literacy/language groups.
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## **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

Clark County School District schools – theater, playgrounds, cafeterias, classrooms, designated school areas, 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 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, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. 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, 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: 10/19/23
- Created: 08/16/16