

School Aide

Position Details

Class Code: 0100

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, assists in school programs/functions.

Essential Duties and Responsibilities

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

1. May assist in supervising students in the lunchroom and on the playground.
 2. May assist in maintaining the physical environment of the library.
 3. May perform routine clerical tasks such as filing, answering phones, etc.
 4. May compile data/information for reports.
 5. May log information on forms to record transactions.
 6. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 7. Operates standard office equipment.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Performs tasks associated with programs including:

1. Information Management System
2. Lunchroom

3. Media office
 4. Playground
 5. School office
 6. Student store
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Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and Universal Precautions.
 2. Ability to learn and apply established procedures.
 3. Ability to learn and use office equipment.
 4. Ability to interpret and apply verbal/written instructions.
 5. Ability to perform routine recordkeeping.
 6. Ability to complete work rapidly and accurately.
 7. Ability to meet predetermined deadlines.
 8. Ability to plan and organize work.
 9. Ability to maintain confidentiality of information.
 10. Ability to work flexible hours/shifts.
 11. Ability to effectively communicate and work cooperatively with employees, students, and parents/guardians.
 12. Ability to recognize/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 (General Educational Development (GED), foreign equivalency, etc.)

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 a similar organization. Certification must be maintained for duration of 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. Keyboarding/typing score of 35 words per minute net.
2. Knowledge of word processing.

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration in the application or qualified selection pool (QSP) placement:

<https://www.vegaspbs.org/workforce-education/workplace-testing/>

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 identified 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.

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, reaching, handling, repetitive fine motor activities, talking, and hearing. 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 acuity and occasional far acuity. 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. 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

Computers, printers, telephones, calculators/adding machines, copiers, fax machines, telephones, filing cabinets/office equipment, 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: 11/02/23
- Created: 07/01/88