

# Title I Specialized Programs Teacher Assistant III (School-wide Title I Programs)

## Position Details

Class Code: 0158

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision of a licensed teacher/professional, performs paraprofessional duties related to special needs educational programs.

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## Essential Duties and Responsibilities

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

1. Assists professional with self-contained program students in all phases of educational and therapy programs.
2. Assists professional in the instructional program by performing tasks including:
  - Taking attendance
  - Monitoring student work groups
  - Distributing materials
  - Collecting/correcting students' papers
  - Scoring/recording grades
  - Maintaining work folders

- Reading to students
  - Drilling students in subject matter presented by the teacher/professional
  - Collecting money
  - Presenting instructional materials
3. Assists professional with student concerns and progress reports.
  4. Assists students with personal care.
  5. Assists professional in maintaining discipline and encouraging acceptable behavior.
  6. Assists in supervising playground activities.
  7. May assist students in using prosthetic devices.
  8. May keep records and administer medication to students, per parent authorization.
  9. May assist in loading/unloading students transported by bus.
  10. May assist in feeding students by preparing, distributing, ordering, and administering snacks/special lunches.
  11. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
  12. Completes standard Clark County School District/school forms.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists professionals in school special education programs, such as:

1. Self-contained (regular campus)
  2. Visually-impaired (regular campus)
  3. Hearing-impaired (special schools)
  4. Adaptive physical education
  5. Medically fragile
  6. Severe/profound
  7. Special education transportation aide
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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CPR/AED and Universal Precautions.

2. Ability to assist teachers/providers in modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds.
  3. Ability to use adaptive equipment and assistive technology prescribed by licensed teachers, providers, and other professional practitioners.
  4. Ability to objectively gather and report relevant student information to assist in the planning process.
  5. Ability to use copiers, computers, and other equipment to prepare learning materials/resources.
  6. Ability to work effectively with special needs students.
  7. Ability to interpret and apply verbal/written instructions.
  8. Ability to multitask and prioritize work.
  9. Ability to deal with unusual behavior and crisis situations.
  10. Ability to learn/apply school rules, regulations and procedures.
  11. Ability to complete routine records.
  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**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Minimum of 48 credits from an accredited college/university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Experience working with children.

### **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. Signing abilities (for the hearing-impaired program.)

2. One (1) year of experience working with special education children.
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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. 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. One of the following:
    - Transcript(s) from an accredited college/university.
    - Proof of passing score on the ETS ParaPro assessment.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

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

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## **Work Environment**

### **Strength**

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

### **Physical Demand**

May involve climbing, balancing, stooping, kneeling, crouching, talking, hearing, 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 conference and computers, or over the telephone. Vision: Frequent near acuity and depth perception; 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. May involve exposure to noise levels ranging from moderate to very 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**

Thermometers, splints, First Aid supplies, catheters and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff/stethoscope, Insta-Lines (vision screening), audiometers (hearing screening), computers, telephones, copiers, 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: 08/18/23
- Created: 07/01/88