

Federal Programs Teacher / Family Aide

Position Details

Class Code: 0185

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, performs paraprofessional duties related to school educational programs and facilitates parental involvement in school programs/services.

Essential Duties and Responsibilities

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

1. Informs parents/guardians of school programs and services through home visits.
2. Acts as liaison between school and families in gathering or relaying information.
3. Assists in taking attendance, correcting papers, providing input for student progress reports, assembling instructional materials, and completing Clark County School District (CCSD)/federal forms.
4. Assists with instruction.
5. Reviews student progress and problems with parents/guardians alongside a licensed professional.
6. Assists students with assignments.
7. Assists in maintaining discipline and encouraging acceptable behavior.
8. May handle small amounts of money for school programs.
9. May monitor students during assigned period(s) in school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room,

classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning environment, which may include physical interventions (running after student(s) to prevent them harming themselves or others).

10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting a licensed professional in the educational program; acts as liaison between the school and families.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to interpret and apply verbal/written instructions.
 2. Ability to multitask and prioritize work.
 3. Ability to learn and explain CCSD/school policies and procedures.
 4. Ability to work independently and understand limits of authority.
 5. Ability to assist with students' instructional needs.
 6. Ability to perform routine recordkeeping.
 7. Ability to work cooperatively with employees, students, and parents.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. 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' school/community work experience related to students or families.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools (offices, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums, etc.), home visits, community agencies, etc.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, 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/far acuity and color vision.

Vision to read printed and online materials, Video Display Terminal (VDT) screens, 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).

Examples of Equipment/Supplies Used to Perform Tasks

Copiers, computers, fax machines, telephones (cellular, office, pagers), 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: 02/28/24
- Created: 07/01/88