

# Support Professional Intern

## Position Details

Class Code: 9080

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 44\\* on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under immediate supervision, provides responsible support to an assigned Clark County School District site. Employees in this classification are accountable for the accuracy of both routine and non-routine support duties, as dictated by the assigned location.

Position may be assigned to a large operating unit, division, department, or school and perform a broad array of generalized departmental support functions, wherein incumbents receive initial instruction in site-specific duties and responsibilities.

---

## Essential Duties and Responsibilities

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

1. Performs specific operational support functions, duties, or tasks according to the assigned unit, division, department, or school.
2. May perform school audits; assists with gate receipt audits and other audit duties.
3. May assist in compiling information and data for reports.
4. May perform surprise cash counts at schools and for gate receipt audits.
5. May test receipt practices, disbursement, purchasing card, and payroll transactions.
6. May prepare draft audit reports.

7. May hold exit conferences to explain audit findings to appropriate staff and administrators.
  8. May answer any review points.
  9. May issue final audit reports (including responses from auditees).
  10. May perform basic clerical functions in support of other clerical positions, teachers/licensed professionals, supervisors, and administrators (i.e., typing, filing, data entry, report processing, large mailings, etc.)
  11. May perform various office support functions (i.e., unpacking and storing supplies, replenishing supplies in office machinery, delivering documents/materials, etc.)
  12. May operate and move various office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, portables, etc.), when appropriate.
  13. May receive telephone inquiries concerning school activities and operations; accepts, screens, and routes telephone calls; may greet and direct visitors, when appropriate.
  14. May type correspondence, memos, and other materials relevant to the assigned site.
  15. Conforms to safety standards, as prescribed.
  16. Performs other duties related to the position, as assigned.
- 

## **Distinguishing Characteristics**

None specified.

---

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

1. Knowledge of basic English, spelling, and math.
2. Knowledge of District policies/guidelines and departmental practices/procedures.
3. Ability to learn the basic elements of the position.
4. Ability to perform routine typing and computer operations (i.e., data entry, word processing, records retrieval, etc.)
5. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records/files.
6. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.)
7. Ability to follow and apply verbal and written instructions.

8. Ability to abide by the rules, regulations, and policies of the program.
  9. Ability to learn and apply procedures.
  10. Ability to handle simple tasks with speed and accuracy.
  11. Ability to accept informal supervision from a number of people.
  12. Ability to perform duties with a professional and cooperative work ethic.
  13. Ability to recognize and report hazards and apply safe work methods.
  14. Ability to clearly and effectively speak/write.
  15. Ability to maintain confidential information.
  16. Ability to work flexible hours necessary for the efficient operation of the department.
  17. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Current enrollment in an accredited college/university with a minimum of six (6) undergraduate semester credit hours or three (3) graduate semester credit hours. Must maintain a cumulative Grade Point Average (GPA) of at least 2.75.
3. Proof of acceptance into a District-approved internship program. Internship program eligibility must be maintained for the duration of the assignment.

- \* Placement will be made on the Support Professional Salary Schedule in the appropriate step.

Step B:           Entry-level. Must meet qualifications listed above.

Step C:           Must meet qualifications listed above, and have completed one (1) year of successful experience as a Support Professional Intern or an equal amount of work experience as determined by the administrator.

Step D:           Must meet qualifications listed above, and have completed two (2) years of successful experience as a Support Professional Intern or

an equal amount of work experience as determined by the administrator.

Step E: Must meet qualifications listed above, and have completed three (3) years of successful experience as a Support Professional Intern or an equal amount of work experience as determined by the administrator.

\* Placement will be made on the Support Professional Salary Schedule on Pay Grade 44 in the appropriate step, as outlined above. Per Clark County School District Regulation 4124, temporary assignments shall not exceed 1040 hours for 10-, 11-, or 12-month employees or 720 hours for 9-month employees, and step placement may not progress beyond step E.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

---

## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. College/university transcripts from an accredited college/university.
  4. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

District offices, schools (i.e., classrooms, restrooms, playgrounds, etc.), duplicating shops (graphic arts), maintenance workshops, transportation/garage, etc.

---

## **Work Environment**

### **Strength**

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

### **Physical Demand**

Frequent sitting, standing, walking pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. 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**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/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: 06/09/23
- Created: 07/01/88