

# Support Professional Assistant

## Position Details

Class Code: 0101

Job Family: Para-Professional/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, 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.

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## 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 a variety of basic clerical functions in support of other clerical positions, teachers/licensed professionals, supervisors, and/or administrators (i.e., typing, filing, data entry, report processing, large mailings, etc.)
3. May perform various office support functions (i.e., unpacking/storing supplies, replenishing supplies in office machinery, delivering documents/materials, etc.)
4. May operate and move office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, portables, etc.), when appropriate.

5. May receive telephone inquiries concerning school activities and operations; accepts, screens, and routes telephone calls; may greet and direct visitors, when appropriate.
  6. May type correspondence, memos, and other materials relevant to the assigned location.
  7. May create bulletin boards.
  8. May compile and distribute daily, weekly, monthly, and annual reports, and other materials relevant to the assigned site.
  9. May perform a variety of essential recordkeeping duties for various filing systems (i.e., personnel records, student records, etc.)
  10. May issue supplies and maintain warehouse supply log, as directed.
  11. Assists other personnel in supporting efficient site operations.
  12. Conforms to safety standards, as prescribed.
  13. Performs other duties related to the position, as assigned.
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## **Distinguishing Characteristics**

None specified.

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## **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.
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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. Must be currently enrolled in an accredited college/university, carrying a minimum of six (6) semester credit hours.
- \* 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 achieved sophomore status; or, have completed one (1) year of successful experience as a Support Professional Assistant or an equal amount of work experience as determined by the administrator.
- Step D:           Must meet qualifications listed above, and have achieved junior status; or, have completed two (2) years of successful experience as a Support Professional Assistant or an equal amount of work experience as determined by the administrator.
- Step E:           Must meet qualifications listed above, and have achieved senior status; or, have completed three (3) years of successful experience as a Support Professional Assistant or an equal amount of work experience as determined by the administrator.
- \* Increment advancement is not automatic and must be recommended by the utilizing unit, division, department, or school and approved by Human Resources. 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.

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## **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. Proof of current enrollment in an accredited college/university, carrying a minimum of six (6) semester credit hours.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

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

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## **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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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