

# TITLE I SPECIALIZED PROGRAMS TEACHER ASSISTANT III (School- wide Title I Programs)

## Position Details

Class Code: 0158

Job Family: Para-Professional/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 a variety of paraprofessional duties related to the educational program for special needs students.

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## Essential Duties and Responsibilities

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

1. Assists licensed teacher/professional with special education students in self-contained classrooms in all phases of educational and therapy programs.
2. Assists licensed teacher/professional in the instructional program by performing tasks such as; taking attendance, monitoring student work groups, correcting/collecting students' papers, maintaining work folders, distributing materials, scoring and recording grades, reading to students, drilling them in subject matter presented by the licensed teacher/professional to maintain or improve learning skills, collecting money, and presenting instructional materials.
3. Assists licensed teacher/professional with student progress reports and student concerns.

4. Assists students with personal care.
  5. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
  6. Assists with supervision of playground activities.
  7. May assist students with the use and/or physical needs of prosthetic devices.
  8. May keep records and administer medication to students per parent authorization.
  9. May assist with the loading and unloading of students transported by bus.
  10. May assist in feeding students by preparing, distributing, ordering, and administering snacks and 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**

Involves tasks directly associated with assisting licensed teacher/professionals in the special education programs of a school, 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 with 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 teacher/ professionals/providers and other professional practitioners.

4. Ability to objectively gather and report relevant information about students to assist in the planning process.
  5. Ability to use copy machines, computers, and other equipment to prepare learning materials and resources.
  6. Ability to work effectively with special needs students.
  7. Ability to interpret and apply oral and written instructions.
  8. Ability to perform several tasks and determine priorities.
  9. Ability to deal with unusual behavior and crisis situations.
  10. Ability to learn and apply school rules, regulations and procedures.
  11. Ability to complete routine records.
  12. Ability to recognize and 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 credit hours from an accredited college or university or a passing score on the Educational Testing Service (ETS) para-pro assessment.
3. Experience working with children.

### **Licenses and Certifications**

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the 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 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. College transcript(s), if applicable.
  3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate as indicated 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 (health offices, playgrounds, cafeterias, classrooms, locker rooms), etc.

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## Work Environment

### Strength

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

### Physical Demand

May involve climbing, balancing, stooping, kneeling, crouching, talking and hearing, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Involves hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices.

### Environmental Conditions

Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and 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, instalines, (vision screening), audiometers (hearing screening), typewriters, computers, telephones, copy machines, etc.

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### **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

### **Job Revision Information**

- Revised: 05/19/21
- Created: 07/01/88