

Special Schools – Title I Specialized Programs Teacher Assistant (SPTA) III – SS1

Position Details

Class Code: 0166

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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.

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/guardian 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), when 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 teachers/professionals in the special education programs of a school, such as:

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| 1. Self-contained (regular campus) | 4. Adaptive physical education |
| 2. Visually impaired (regular campus) | 5. Medically fragile |
| 3. Hearing impaired (special schools) | 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 licensed teachers/professionals/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 teachers/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 verbal 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) 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 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. Copy of a valid driver's license or state-issued identification card.
3. College transcript(s) from an accredited college or university, if applicable.

4. 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.
 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.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, 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, 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

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.

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: 03/28/23
- Created: 10/31/19