

**THIS POSITION CLASSIFICATION HAS BEEN RETIRED, EFFECTIVE MARCH 9, 2012, EXCEPT FOR CURRENT INCUMBENTS IN THE POSITION AS OF MARCH 9, 2012.**

# Title I Teacher / Family Assistant IV - Bilingual

## Position Details

Class Code: 0204

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

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

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## Essential Duties and Responsibilities

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

1. Informs parents of school programs and services through home visits.
2. Acts as liaison between school and parents/guardians in gathering or relaying information.
3. Assists licensed teachers/professionals in the instructional program by performing tasks such as:
  - Taking attendance
  - Monitoring student work groups
  - Collecting/correcting students' papers

- Maintaining work folders
  - Distributing materials
  - Scoring and recording grades
  - Reading to students
  - Reviewing class subject matter to maintain/improve skills
  - Collecting money
  - Presenting instructional materials
4. Reviews student progress and problems with parents/guardians, in conjunction with licensed teacher/professional.
  5. Assists students with assignments.
  6. Assists in maintaining discipline and encouraging acceptable behavior.
  7. Conforms to safety standards, as prescribed.
  8. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists licensed teachers/professionals in the educational program; serves as a liaison between the Clark County School District and parents/guardians.

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

1. Ability to interact respectfully and constructively with students, families, and school/agency personnel.
2. Ability to contribute relevant, objective information to licensed teachers/professionals and providers to facilitate planning, problem-solving, and decision-making.
3. Ability to follow District policies/procedures to ensure the health, safety, and well-being of students/staff.
4. Ability to maintain confidentiality of information.
5. Ability to plan, organize, and prioritize work.
6. Ability to interpret and apply verbal/written instructions.
7. Ability to multitask.
8. Ability to learn and explain District/school policies and procedures.
9. Ability to work independently and understand limits of authority.
10. Ability to assist with students' instructional needs.
11. Ability to perform routine recordkeeping.
12. Ability to work cooperatively with employees, students, and parents/guardians.

13. Ability to recognize/report hazards and apply safe work methods.
  14. 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 60 credits or an associate degree in a related field from an accredited college/university.
3. Six (6) months' school or community work experience involving students/families.
4. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

### **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 duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

### **Preferred Qualifications**

None Specified.

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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. Transcript(s) from an accredited college/university.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from date printed) issued by the DMV.

5. Specific documented evidence of training and experience to satisfy qualifications.

**NOTE:** Selected candidates must upload verification of successful language proficiency test completion to their profile.

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## Examples of Assigned Work Areas

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

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## Work Environment

### Strength

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

Climate-controlled office settings with temperatures ranging from mild to moderate 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

District-issued/personal vehicles, computers, printers, copiers, calculators/adding machines, fax machines, telephones (office, handheld, pagers, etc.), filing cabinets/office 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: 09/06/23
- Created: 08/08/12