

# Paraprofessional Tutor IV

## Position Details

Class Code: 9975

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade N/A (Not on the Support Professional Salary Schedule)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision of a licensed teacher/professional, performs paraprofessional duties for the purpose of tutoring students in small groups.

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## Essential Duties and Responsibilities

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

1. May determine tutoring priorities from licensed teacher/professional directions and evaluations of student work.
2. Conducts small-group tutorial sessions.
3. May administer assessments including a universal screener and diagnostics.
4. May assist licensed teacher/professional in developing small-group differentiated lesson plans.
5. Tutors students in skills that will allow them to read and understand materials.
6. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
7. May contribute to reports on student progress, behavior and performance.
8. May assist students with assigned activities.
9. May oversee students while engaged in online programs.
10. May be asked to analyze data from online programs and prepare/implement small-group lesson plans.

11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists the licensed teacher/professional by working with students to improve academic outcomes.

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

1. Ability to assist teachers/providers in modifying lessons to meet differing students' needs.
  2. Ability to objectively gather and report relevant student information to assist in the planning process.
  3. Ability to use copy machines, computers, and other equipment to prepare learning materials/resources.
  4. Ability to learn/apply school rules, regulations, and procedures.
  5. Ability to interpret and apply verbal/written instructions.
  6. Ability to assist in enforcing safety rules, standards of courtesy, and behavior expected of students.
  7. Ability to maintain confidentiality.
  8. Ability to multitask.
  9. Ability to plan, organize, and prioritize work.
  10. Ability to perform routine recordkeeping.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Ability to work flexible hours and shifts.
  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 (General Education Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university.

- Current wage \$20.00 per hour.
- This temporary position is not on the Support Professional Salary Schedule.
- There are no employee benefits attached to this position.
- All performance evaluations will be conducted by the designated administrator.

**NOTE:** Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or 1039 hours per year in a 12-month assignment.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

Foreign Language (bilingual programs.)

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

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university.
  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.

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## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 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. 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 video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to 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**

Computers, printers, fax machines, calculators, copy machines, telephones, 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: 10/13/23
- Created: 07/13/12