SPECIALIZED PROGRAMS

TEACHER ASSISTANT II

Position Details
Class Code: 0162
Job Family: Para-Professional/Aides/Assistants
Classification: Support Professional
Terms of Employment: Pay Grade 44 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision of the assigned instructional personnel, the purpose of the position is to provide general administrative support in the assigned classroom/subject matter, requiring general knowledge of special education and therapy programs. Position may be assigned to a multi subject environment and perform a broad array of generalized support functions. Work includes assisting with course delivery, administration of tests, and the tabulation and recording progress for special needs students. Position is distinguished from that of Special Programs Teacher Assistant I, by knowledge gained through experience.

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

1. Performs a wide variety of instructional support duties in compliance with all school district pre-established policies, procedures and guidelines applicable special needs programs.
2. Assists instructor with classroom preparation and coursework delivery (i.e., distributes materials, collects and corrects students’ papers and records grades, etc.).
3. Assists instructor in maintaining classroom organization and discipline (i.e., takes attendance, monitors student work groups, reads to students and reviews subject matter presented by the teacher, etc.).

4. Organizes and effectively communicates class/course objectives, standards and requirements for successful achievement.

5. Assists in administration and monitoring of student testing.

6. Assists students in small groups or individually, in completing assignments or classroom activities, under teacher supervision and direction.

7. Escorts or assists students to and from various rooms and buildings on school campus, may include getting on or off school bus.

8. Provides guidance and assistance to students as directed, in order to ensure appropriate assimilation of class/course content, supporting student success and achievement.

9. May assist students with personal care and sanitary needs; may assist in feeding students by preparing, distributing, ordering and administering snacks and special lunches; may assist students with physical needs or disabilities; may assist hearing or visually impaired students; may assist with various special medical needs.

10. Performs various clerical tasks (i.e., sort materials, file paperwork, type correspondence and instructional materials, duplicate bulletins and collect fees/money, etc.).

11. Conforms to safety standards, as prescribed.

12. Performs related duties, as assigned.

Distinguishing Characteristics

Involves tasks directly associated with assisting professionals in the special education programs of a school, such as:

1. Self-contained (regular campus)  5. Medically fragile
2. Visually impaired (regular campus)  6. Severe/profound
3. Hearing impaired (special schools)  7. Special education transportation aide
4. Adaptive physical education

Knowledge, Skills, and Abilities (Position Expectations)

1. Considerable knowledge of business English and spelling; knowledge of basic math.
2. Considerable knowledge of academic discipline being delivered.
3. Considerable knowledge of basic School District work policies and guidelines; knowledge of departmental practices and procedures.
4. Ability to understand, follow and lead written and oral instructions.
5. Ability to clearly communicate information both verbally and in writing.
6. Ability to effectively lead/supervise a group comprised of special needs students engaged in carrying out classroom activities/functions; ability to assist teachers/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or disabilities; ability to establish a safe orderly educational environment with special needs children of varying ages; ability to interpret, identify and provide for the needs of special education students; skill in providing sensitive customer service to special needs individuals.
7. Ability to operate basic office equipment, i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines.
8. Ability to perform routing typing and basic computer operations (i.e., data entry, word processing, records retrieval, etc.).
9. Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
10. Ability to establish and maintain effective working relationships with departmental personnel, instructors and students.
11. Ability to work independently to carry out assignments to completion.
12. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
13. Ability to work flexible hours necessary for the efficient operation of the department.
14. Possess physical and material stamina commensurate with the responsibilities 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. Six (6) months successful completion of Specialized Programs Teacher Assistant I or Title I Specialize Programs Teacher Assistant.
3. Experience working with children, preferably within a special needs environment.
Licenses and Certifications

1. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from either 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. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Current Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District schools and facilities, (i.e., health offices, playgrounds, cafeterias, classrooms, locker rooms, athletic fields).

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally/ frequently/constantly. May involve negligible to significant standing, walking, pushing, pulling, and carrying.

Physical Demand

May involve climbing, bending, balancing, stooping, kneeling, crouching, talking, hearing, reaching, handling, repetitive fine motor activities, sitting or standing for long
periods of time. 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), computers (i.e., notebooks, laptops, tablets, etc.), smart interactive white boards, 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.

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**Job Revision Information**
- Revised: 11/05/20
- Created: 07/01/88