

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Paraprofessional

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 180 days, hours per day determined by site and specific assignment requirements

JOB GOAL: To assist teaching staff and/or special education, early childhood, speech, 504 plan students in a variety of instructional activities during the instructional school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Assists teaching staff in a variety of classroom and school related activities.
2. Types correspondence and routine narrative and statistical reports.
3. Corrects student papers and homework.
4. Distributes and collects classroom materials and prepares classroom and other equipment for use.
5. May maintain student attendance records and classroom bulletin boards.
6. Knows and understand FERPA and other confidentiality situations in the educational setting.
7. May monitor students taking tests.
8. Observes progress and problem areas of students for referral to the teacher.
9. Maintains safety and discipline by supervising and/or assisting in the supervision of students in class, on playgrounds, in lunchrooms, school halls, library, study hall, and with loading and unloading buses at school and on field trips.
10. Verifies that students out of class have hall passes, enforces school rules and regulations, insures that students leaving campus are authorized to do so, and that the students on campus are students of the school.
11. Maintains the confidence and cooperation of students, dealing tactfully with students, parents and school personnel.
12. Understands and carries out oral and written instructions.
13. Establishes and maintains effective working relationships with those contacted in the course of work.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Paraprofessional requirements per NCLB.
2. Knowledge of correct English usage and grammar.
3. Knowledge of basic math.
4. Knowledge of educational, behavioral and emotional principles and techniques.
5. Ability to relate to adults and children of all ages, particularly those with a handicapping condition.
6. Ability to assist in toileting needs.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Paraprofessional Certification (Associates degree or 48 college credit or a passing score on the Praxis Paraprofessional Exam)
2. Current CPR/First Aid/AED certification
3. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium-exert force to 50 lbs. occasionally; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Occasional climbing and balancing. Requires mobility to work in a typical office/classroom setting, and use standard office equipment. Requires hearing and speech to communicate in person, via video conference, or over the telephone.

Vision: Frequent use of vision near acuity, occasional far acuity, depth perception, focal length change, and color vision. Vision to read printed and on-line materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office/classroom setting to work outdoors in temperatures ranging from mild/moderate to extreme. 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). May be required to diffuse threatening situations/confrontations.

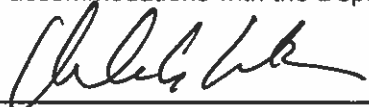
Working Conditions: Classroom or suitable workspace with supplies and equipment necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____