



# Churchill County School District

## *Everyone Always Learning...*

Human Resources Department

Cameron Sorensen, Manager

Janel Buchan, Analyst



### INTERNAL/EXTERNAL VACANCY NOTICE

August 27, 2024

**The Churchill County School District is currently accepting applications for the following classified position for the 2024-2025 school year:**

**POSITION:** Paraprofessional Instructional Assistant-Early Childhood Education. Two (2) positions available – Northside Early Learning Center

**DEFINITION:** To perform a variety of instructionally related activities by assisting a teacher or teachers in providing intensified learning experiences for students; to provide instructional support services for teachers and students. Due to the young age of students custodial and educational activities can include behavioral management, feeding and lavatory care. Early Childhood personnel are considered to be “at-risk” and are eligible for HBV series.

**MINIMUM QUALIFICATIONS:** Prior experience working with young children is desired.

**LICENSE/EDUCATION/EXPERIENCE:** Possession of a high school diploma or the equivalent (GED). Must possess and maintain a valid Nevada Driver’s License.

#### Required Certification and Licenses:

Paraprofessional (highly qualified) requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
- Obtained an associate's (or higher) degree; OR
- Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS Paraprofessional Assessment.)

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

**CURRENT SALARY/BENEFITS:** Range 21-Step A \$16.83 through Range 21-Step F \$18.44 an hour (DOE). Scheduled: 176 days per year and seven (7) hours per day. Nevada Public Employment Retirement System (PERS), Health Insurance, Sick Leave, and Personal Leave.

**FILING PERIOD:** All interested applicants (internal/external) must complete a CCSD application on line and show that they are qualified for the position requested as described above. Application requests will be accepted until midnight on Tuesday, September 3, 2024 or until filled. ***Please post your resume when applying for this position.***

#### **CONTACT PERSON:**

Mrs. Janel Buchan, Human Resources Analyst

[buchanj@churchillcsd.com](mailto:buchanj@churchillcsd.com), Phone: (775) 428-7240 ext.1112, Fax: (775) 423-5130

The Churchill County School District prohibits discrimination in employment, educational programs, and activities on the basis of race, color, national origin, ancestry, creed, religion, age, disability, marital status, veteran status, sex, sexual orientation, gender identity or expression, associational preference, or any other category protected by applicable state or federal law and provides equal access to the Boy Scouts and other designated youth groups. Sex discrimination includes sexual harassment and sexual violence, and these actions are strictly prohibited. The following person has been designated to handle inquiries regarding the non-discrimination policies: Derild Parsons, Superintendent, 690 S. Maine Street, 775-423-5184.

