



# Churchill County School District

## *Everyone Always Learning...*

**Human Resources Department**

Cameron Sorensen, Manager  
Janel Buchan, Analyst | Andrea Gonzales, Analyst



### INTERNAL/EXTERNAL VACANCY NOTICE

**August 27, 2025**

**The Churchill County School District is currently accepting applications for the following classified positions for the 2025-2026 school year:**

**POSITION:** Paraprofessional Instructional Assistant-Special Education –E.C. Best Elementary School  
Paraprofessional Instructional Assistant-Special Education –Churchill County High School

**MINIMUM QUALIFICATIONS:** One (1) year experience providing academic and physical assistance to special needs students.

**DEFINITION:** Performs a variety of Paraprofessional duties related to classroom instruction for the purpose of assisting with tutoring and monitoring of students. Perform duties by assisting a teacher or teachers in providing intensified experiences for students.

#### **REQUIRED CERTIFICATION/LICENSES:**

1. Meet highly qualified standards cited under State and Federal regulation, which are:
  - a. Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
  - b. Obtained an Associate's (or higher) degree; OR
  - c. 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 ParaPro Assessment).
2. High school diploma or GED equivalent.
3. A current Nevada driver's license is required at the time of hire.
4. CPR/First Aid certification is required at the time of hire.
5. Must have the ability to complete the district's Crisis Prevention/Intervention (CPI) training within six (6) months of hire.

**SALARY/SCHEDULE/BENEFITS:** Range 24-Step A \$17.81 through Range 24-Step K \$21.39 based upon experience. Schedule: 175 days a year and thirty-three (33) hours a week. Benefits include: Public Employer's Retirement System (PERS), Health Benefits, Sick Leave, and Personal Leave.

**FILING PERIOD:** All interested applicants (internal/external) must complete a CCSD application online and show that they are qualified for the position requested as described above. **ALL** application requests will be accepted from Wednesday, August 27, 2025 until midnight on Thursday, August 28, 2025 or until filled. ***Please post your resume when applying for the position.***

#### **CONTACT PERSON:**

Mrs. Janel Buchan, Human Resources Analyst  
buchanj@churchillcsd.com  
690 So. Maine Street, Fallon, Nevada 89406  
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.



690 S. Maine St.  
Fallon, NV 89406



Dept. Phone: 775-428-7240  
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[churchillcsd.com](http://churchillcsd.com)