



# Churchill County School District

## *Everyone Always Learning...*

Human Resources Department

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



### INTERNAL/EXTERNAL VACANCY NOTICE

September 29, 2025

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

**POSITION:** Paraprofessional Instructional Assistant- English Language Learner (ELL) – E.C. Best Elementary School

**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 learning experiences for students. The ELL Paraprofessional may work with students on a one-on-one basis or with small groups to communicate in English or a designated second language to facilitate instructional processes.

**EXPERIENCE:** Has worked in an organized setting with students whose primary language is not English. Bilingual fluency in reading, writing and speaking English and one other major language.

**MINIMUM QUALIFICATIONS:** Possession of a high school diploma or its equivalent (GED). Minimum of two years' experience working with youth, knowledge of MS products, exceptional organizational and communication skills. A valid Nevada driver's license is required at the time of hire.

#### Required Certification and Licenses:

Paraprofessional requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits); OR
- 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.)

**SALARY RANGE:** Range 21-Step A \$16.54 through Range 21-Step K \$19.86 an hour (DOE). Schedule: Thirty-three (33) hours a week; Monday through Friday, 166 days plus five (5) paid holidays. Benefits include: Public Employers Retirement (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. TRANSFER application requests will be accepted until midnight on Friday, October 3, 2025. EXTERNAL application requests will be accepted from Thursday, October 2, 2025 until midnight on Friday, October 3, 2025 or until filled.

#### **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.