Churchill County School District
Everyone Always Learning...
Human Resources Department
Cameron Sorensen, Manager
Janel Buchan, Analyst | Savannah Peel, Analyst

INTERNAL/EXTERNAL VACANCY NOTICE
July 30, 2026

The Churchill County School District is currently accepting applications for the following classified position for the 2026-2027 school year:

POSITION: Paraprofessional Instructional Assistant-Special Education – Numa Elementary 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: 166 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. Internal applications will be accepted on Thursday, July 30, 2026 until midnight Wednesday, August 5, 2026. External applications will be accepted on Tuesday, August 4, 2026 until midnight Wednesday, August 5, 2026 or until filled.

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: Blake Cooper, Superintendent, 690 S. Maine Street, 775-423-5184.