



Nye County School District - Human Resources

Job Description

Title: Paraprofessional	Classification: Classified
FLSA Status: NON-EXEMPT	Terms of Employment: 183 or 146.4 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 understands 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, ensures 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 ESSA.
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 disabling 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.

Approved by: _____

Superintendent

Date



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

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 in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015