

**THIS POSITION CLASSIFICATION HAS BEEN RETIRED, EFFECTIVE MARCH 9, 2012, EXCEPT FOR CURRENT INCUMBENTS IN THE POSITION AS OF MARCH 9, 2012.**

# **Title I Teacher/Family Assistant IV – Bilingual (School-wide Title I Programs)**

## **Position Details**

Class Code: 0204

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## **Position Summary**

Under immediate supervision, performs a variety of paraprofessional duties related to the educational program; facilitates parental involvement in school programs and services.

---

## **Essential Duties and Responsibilities**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Informs parents/guardians of school programs and services through home visits.
2. Acts as liaison between school and parents/guardians in gathering/relaying information.
3. Assists licensed teachers/professionals in the instructional program by performing tasks including:

- Taking attendance
  - Monitoring student work groups
  - Distributing materials
  - Collecting/correcting students' papers
  - Scoring/recording grades
  - Maintaining work folders
  - Reading to students
  - Drilling students in subject matter presented by licensed teacher/professional.
  - Collecting money
  - Presenting instructional materials
4. Implements accommodations and modifications (Multi-Tiered System of Support [MTSS] and/or IEP), as appropriate.
  5. Reviews student progress and obstacles with parents/guardians in conjunction with licensed teacher/professional.
  6. Assists students with assignments.
  7. Assists in maintaining discipline and encouraging acceptable behavior.
  8. Assists students with personal care, including toileting and diapering, as appropriate.
  9. May handle small amounts of money for school programs.
  10. May involve driving.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Involves assisting the licensed teacher/professional in the educational program; acts as a liaison between the school and parents/guardians.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to interact constructively and demonstrate respect for students, parents/guardians, families, and Clark County School District (CCSD)/agency personnel.
2. Ability to contribute relevant, objective information to licensed teachers/professionals and providers to facilitate planning, problem solving, and decision-making.

3. Ability to follow CCSD policies and procedures to ensure the safety, health, and well-being of students/staff.
  4. Ability to maintain confidentiality of information.
  5. Ability to plan and organize work.
  6. Ability to interpret and apply verbal/written instructions.
  7. Ability to multitask and organize work.
  8. Ability to learn and explain CCSD/school policies and procedures.
  9. Ability to work independently and understand limits of authority.
  10. Ability to assist with students' instructional needs.
  11. Ability to perform routine record-keeping.
  12. Ability to work cooperatively with employees, students, and parents/guardians.
  13. Ability to recognize and report hazards and apply safe work methods.
  14. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Minimum of 60 credits or an associate's degree in a related field from an accredited college or university.
3. Six (6) months' school/community work experience related to students, and parents/guardians.
4. Language Proficiency Test – selected candidates will demonstrate conversational proficiency in English and another language, as measured by a CCSD-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current vacancy, advertisement, or assignment.

### **Licenses and Certifications**

Applicant/employee must be able to provide their own transportation.

### **Preferred Qualifications**

None specified.

---

## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university.
3. Specific documented evidence of training and experience to satisfy qualifications.

**NOTE:** Selected candidates must upload verification of successful completion of Language Proficiency Test to their profile.

---

## Examples of Assigned Work Areas

CCSD schools (offices, corridors, libraries, playground/ball fields, gymnasiums, cafeterias, classrooms), home visits, community agencies, etc.

---

## Work Environment

### Strength

Sedentary/heavy - Exert force of 10-100 lbs., occasionally/frequently/constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens or other monitoring devices.

### Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very 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).

---

## Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, various computers, printers, typewriters, copiers, calculators/adding machines, fax machines, telephones, (cellular, hand held, pagers, etc.), filing cabinets/office equipment, etc.

---

### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 05/13/25
- Created: 08/08/12