

Paraprofessional: Instructional Technology Lab Aide

Position Details

Class Code: 9968

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 general supervision of a licensed teacher/professional, performs paraprofessional duties for online, distance, or blended learning programs.

Essential Duties and Responsibilities

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

1. Oversees students engaged in online programs.
2. Performs tasks such as: taking attendance, monitoring student groups, distributing/collecting student work, and helping students with instructional materials.
3. Determines tutoring priorities from teacher directions and evaluations of student work.
4. Analyzes data from online programs; conducts tutorials in face-to-face and online environments.
5. Administers proctored online assessments.
6. Assists the licensed teacher/professional in developing small-group differentiated lesson plans.
7. Assists the licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.

8. Assists in maintaining the physical environment of the classroom or computer lab.
 9. Contributes to reports on student progress, behavior, and performance.
 10. Assists students with daily online assignments.
 11. Completes standard Clark County School District (CCSD)/school forms.
 12. Manages and monitors electronic equipment used for online/blended learning.
 13. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 14. Conforms to prescribed safety standards; thoroughly understands school emergency procedures.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting licensed professionals in online/blended educational programs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Nevada laws and CCSD regulations, procedures, and practices regarding student attendance.
2. Knowledge of CPR/AED and Universal Precautions.
3. Ability to use current instructional technologies for online/blended learning classrooms, including learning/content management systems, instructional software, and synchronous tools such as web conferencing.
4. Ability to objectively gather/report relevant student information to assist in the planning process.
5. Ability to learn/apply school rules, regulations, and procedures.
6. Ability to interpret and apply verbal/written instructions.
7. Ability to assist in enforcing safety rules, courtesy standards, and expected student behaviors.
8. Ability to maintain confidentiality of information.
9. Ability to plan, organize, prioritize, and work independently.
10. Ability to perform routine recordkeeping and maintain accurate records.
11. Ability to recognize and report hazards and apply safe work methods.
12. Ability to work flexible hours/shifts.
13. 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. Two (2) years' college coursework (minimum 48 credits) in related fields (education, instructional/informational technology, sociology, psychology, child development, etc.), and one (1) year of experience in school/community settings working with students at risk of school failure; or,
Five (5) years' experience in school/community settings working directly with at-risk students, assisting in the intervention/resolution of student attendance, academics, and behavior problems, etc.
3. Employees selected for this position in a Title I School, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered "Highly Qualified" as defined by the federal No Child Left Behind Act. This includes a minimum of 48 approved college credits, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. Copy of a valid driver's license or state-issued identification card.
3. College transcript(s) from an accredited college, university, or trade school, if applicable.
4. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD school campuses.

Work Environment

Strength

Light – exert force up to 15 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors in temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, 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

Computers, printers, fax machines, calculators, copiers, telephones, 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: 09/03/24
- Created: 04/01/14