

# CLARK COUNTY SCHOOL DISTRICT

## HUMAN RESOURCES DIVISION

### SECONDARY SCHOOL AIDE

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Class Code: 0114

Job Family: Para-Professional/Aides/Assistants

Classification: Support Staff

Terms of Employment: Pay Grade 40 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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#### POSITION SUMMARY:

Under immediate supervision, assists in various secondary school program functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. May assist with the supervision of students in the lunchroom and hallways.
2. May assist in the maintenance of the physical environment of the library.
3. May perform routine clerical tasks such as filing, answering the telephone, etc.
4. May compile information and/or data for reports.
5. May log information on forms to record transaction.
6. May administer Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), as necessary.
7. Operates standard office equipment.
8. Conforms to safety standards, as prescribed.
9. Performs other tasks related to the position, as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Involves performance of tasks associated with programs in secondary schools such as, but not limited to:

1. Information Management System
2. Lunchroom
3. Media office
4. Hallways
5. School office
6. Student store

#### KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to learn and apply established procedures.
3. Ability to learn and use various types of office equipment/machines.
4. Ability to interpret and apply oral or written instructions.
5. Ability to perform routine record keeping.
6. Ability to complete work rapidly and accurately.
7. Ability to meet predetermined deadlines.
8. Ability to plan and organize work assignments.
9. Ability to maintain confidentiality of information.
10. Ability to work flexible hours or shifts.
11. Ability to effectively communicate and work cooperatively with employees, students, and parents.
12. Ability to recognize and report hazards and apply safe work methods
13. Possess physical and mental stamina commensurate with the responsibilities of the position.

#### POSITION REQUIREMENTS:

##### Education, Training, and Experience:

High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).

##### Licenses and Certificates:

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

##### Preferred Qualifications:

1. Keyboarding/typing score of 35 words per minute net.
2. Some knowledge of word processing.

#### DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. Current Cardiopulmonary Resuscitation/Automated External Defibrillator certificate as identified above.
3. Specific documented evidence of training and experience to satisfy qualifications.

#### EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District schools.

#### WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, 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 and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (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:

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.