

Paraprofessional Tutor I

Position Details

Class Code: 9972

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade N/A (Not on the Support Professional Salary Schedule)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision of a licensed teacher/professional, performs paraprofessional duties for the purpose of tutoring students in small groups.

Essential Duties and Responsibilities

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

1. May determine tutoring priorities based on directions from licensed teacher/professional and evaluations of student work.
 2. Conducts small-group tutorial sessions.
 3. Tutors students in skills that will allow them to read and understand materials.
 4. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
 5. May contribute to reports on student progress, behavior, and performance.
 6. May assist students with assigned activities.
 7. May oversee students while engaged in online programs.
 8. May be asked to analyze data from online programs and prepare small-group lesson plans.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting the licensed teacher/professional by working with students to improve academic outcomes.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to assist teachers/providers in modifying lessons to meet differing student needs.
 2. Ability to objectively gather and report relevant student information to assist in the planning process.
 3. Ability to use copiers, computers, and other equipment to prepare learning materials/resources.
 4. Ability to learn/apply school rules, regulations, and procedures.
 5. Ability to interpret and apply verbal/written instructions.
 6. Ability to assist in enforcing safety rules, standards of courtesy, and behavior expected of students.
 7. Ability to maintain confidentiality.
 8. Ability to multitask.
 9. Ability to plan, organize, and prioritize work.
 10. Ability to perform routine recordkeeping.
 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.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Current college or university enrollment.
 - Current wage \$12.00 per hour.
 - This temporary position is not on the Support Professional Salary Schedule.
 - There are no employee benefits attached to this position.

- All performance evaluations will be conducted by the designated administrator.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or 1039 hours per year in a 12-month assignment.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Successful completion of the Language Proficiency Test, as measured by a District-approved third-party administrator.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. Proof of current college or university enrollment.
3. Copy of a valid driver's license or state-issued identification card.
4. 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 up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., 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 (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate 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: 08/19/24
- Created: 07/12/12