

# Paraprofessional AVID Tutor II

## Position Details

Class Code: 9962

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

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## Position Summary

Under general supervision of a licensed professional, performs paraprofessional duties for the purpose of tutoring students.

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## Essential Duties and Responsibilities

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

1. Determines tutoring priorities from teacher directions and evaluations of student work.
2. Conducts tutorial sessions.
3. Supports students in all stages of the learning process.
4. Utilizes Socratic questioning and writing techniques.
5. Tutors students in skills that will allow them to read and understand materials.
6. Assists the teacher/professional in maintaining discipline and encouraging acceptable behavior.
7. May assist professional in taking attendance, correcting papers, and presenting instructional materials.
8. May contribute to reports on student progress, behavior, and performance.
9. May assist students with assigned activities.
10. May administer First Aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.

11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves tutoring students in the following subjects:

1. AVID elective class
  2. Mathematics, Science, English, Social Studies
  3. Second Language/Bilingual
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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to assist teachers/providers in modifying lessons to meet differing students' 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 Educational Development (GED), foreign equivalency, etc.).

2. Minimum of 48 credits in core subjects from an accredited college or university.
  - Current wage \$15.00 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 Principal or 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**

1. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a 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. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
2. 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.

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## **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.
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## **Examples of Assigned Work Areas**

Clark County School District schools.

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## **Work Environment**

### **Strength**

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

### **Physical Demand**

May involve climbing, balancing, stooping, kneeling, crouching, talking, hearing, 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 acuity and depth perception; occasional far acuity. 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 outside weather 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, fax machines, calculators, copiers, telephones, etc.

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### **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: 08/29/24
- Created: 07/01/88