

Title I Teacher / Family Assistant III – Bilingual (School-wide Title I Programs)

Position Details

Class Code: 0203

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, performs paraprofessional duties related to school educational programs and facilitates parental involvement in school programs/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 or relaying information.
3. Assists licensed teacher/professional in the instructional program by performing tasks such as:
 - Taking attendance
 - Monitoring student work groups
 - Collecting/correcting students' papers
 - Maintaining work folders
 - Distributing materials

- Scoring and recording grades
 - Reading to students
 - Practice skills previously taught by the licensed teacher/professional to maintain or improve learning skills, etc.
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 licensed teacher/professional implementing classroom management systems and behavior intervention plans (BIPs).
 7. Assists students with personal care, including toileting and diapering, as appropriate.
 8. Assists in supervising playground activities.
 9. Assists students with daily assigned work.
 10. May handle small amounts of money for school programs.
 11. May involve driving.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists licensed teachers/professionals 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/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.
5. Ability to plan and organize work.
6. Ability to interpret and apply verbal/written instructions.

7. Ability to multitask and prioritize 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 recordkeeping.
 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.
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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 from an accredited college or university or a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Six (6) months' school/community work experience involving 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 position 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, if applicable; or a passing score on the ETS Para-Pro assessment.
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, classrooms, corridors, libraries, cafeterias, playgrounds/ball fields, gymnasiums), home visits, community agencies, etc.

Work Environment

Strength

Sedentary/medium – exert force of 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 screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild to moderate 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, computers, printers, copiers, calculators/adding machines, fax machines, telephones (office, handheld, 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