

LANDER COUNTY SCHOOL DISTRICT

P.O. BOX 1300

Battle Mountain, NV 89820

(775) 635-2886

FAX (775) 635-5347

PART-TIME AIDE POSITION ANNOUNCEMENT (7-6-09)

POSITION: Part Time Special Education Classroom Instructional Paraprofessional. Located in Battle Mountain under general supervision of a licensed professional, performs a variety of paraprofessional duties related to classroom instruction, distance learning, and special education. Involves performance of tasks directly associated with assisting the professional in assigned instructional tutoring, such as, but not limited to Mathematics, Science, English, and Social Studies. This position is one half time.

STARTING DATE: August, 2009

HOURLY WAGE:

Base Salary: \$15.26 Per Hour (16 hours per week)

No Benefits

No state income tax

QUALIFICATIONS: High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.) Equivalent of two years of college or pass the Nevada State Praxis Examination for Para-Professionals.

LICENSES AND CERTIFICATES: Para-Professional Certification issued by the Nevada Department of Education.

FINGERPRINTING IS REQUIRED AT TIME OF HIRE.

RESPONSIBILITIES: Shall report directly to the assigned professional, and/or site administrator.

ESSENTIAL TASKS OF THE POSITION: Determines from teacher directions and evaluation of student work, the concepts that need to be the focus of tutorial sessions. Conducts tutorial sessions. Supports students in all stages of the learning process. Utilization of Socratic questioning and writing techniques. Tutors students in the skills that will allow them to read and understand a variety of materials. Assists professional in the instructional program in maintaining discipline and encouraging acceptable behavior. May assist professional in taking attendance, correcting papers, and presenting instructional materials. May contribute to reports on student progress, behavior and performance. May assist students with daily assigned activities. May administer first aid and/or CPR/AED, as necessary. Conforms to safety standards as prescribed. Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to assist teachers/providers with modifying learning materials and activities to meet the needs of individuals with different ability levels, learning styles, or language backgrounds. Ability to objectively gather and report relevant information about students to assist in the planning process. Ability to use copy machines, computers and other equipment to prepare learning materials and resources. Ability to learn and apply school rules, regulations and procedures. Ability to interpret and apply oral and written instruction. Ability to assist in enforcing safety rules, standards of courtesy and behavior expected of students. Ability to maintain confidentiality. Ability to perform several different tasks and determine priorities. Ability to plan and organize work. Ability to perform routine record keeping. Ability to recognize and report hazards and apply safe work methods.

Ability to work flexible hours and shifts. **EXAMPLES OF ASSIGNED WORK AREAS:** Strength: Sedentary to heavy - exert force of 10-100 lbs., occasionally/ frequently/constantly. May involve negligible to significant stand/walk/push/pull/carry. Physical Demands: May involve climbing, balancing, stooping, kneeling, crouching, talking and hearing, reaching, handling, and fingering.

Mobility to work in a typical office setting and use standard office equipment. Involves hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed materials, VDT screens, or other monitoring devices. **Environmental Conditions:** Exposure to 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 and occasional to frequent time periods. **EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:** Computers, printers, typewriters, fax machines, calculators, copy machines, telephones, smart boards, etc.

CLOSING DATE: This position will remain open until filled.

APPLICATION: To be considered, application materials submitted must include:

Formal letter of interest

Resume

Completed application

Letters of recommendation

Transcripts

License/Certification

APPLICATION MAY BE REQUESTED FROM:

Lander County School District

Administration Office

P.O. Box 1300

Battle Mountain, NV 89820

Phone: (775) 635-2886

District Website at

www.lander.k12.nv.us

Electronic copies are available

Contact Person: Sallie Snapp, Personnel