

**JOB DESCRIPTION**  
**ESMERALDA COUNTY SCHOOL DISTRICT**  
**PARAPROFESSIONAL AIDE**

**QUALIFICATIONS AND MINIMUM REQUIREMENTS**

- Minimum high school diploma, Nevada Paraprofessional Certification, two year associates college degree desirable
- Must possess the knowledge and skill to effectively tutor high school students in the areas of math, reading and English.
- Must possess the ability to maintain a classroom atmosphere while presenting this program and working with students in other academic endeavors.
- Must possess excellent planning and collaboration skills.
- Must possess excellent reading skills
- Must possess the ability, skills, and knowledge, to read with students in individual and group settings
- Must possess math skills at the high school level.
- Ability to use copy machines, computers, printers, typewriters, fax machines, calculators, telephones and other equipment to prepare learning materials and resources.
- Must be computer literate and have a working knowledge of Microsoft office package including, but not limited to Microsoft word, and Excel.
- Ability to follow and give directions
- Ability to multi-tasks and determine priorities.
- Ability to work cooperatively with employees, students, parents/guardians and the public.
- Ability to maintain confidentiality. Must be tactful and like to work with people.
- Possess a valid Class C Nevada Driver's License

**RESPONSIBILITIES**

- Assisting teacher with organizational needs in the classroom.
- Perform tasks such as taking attendance, correcting/collecting student papers, maintaining work folders, and distributing materials.
- Maintains confidentiality
- Assist students with lessons and assignments in regular classrooms as assigned.
- Supervise student work completion.
- Maintain discipline and encourage acceptable behavior.
- Work as a member of the team with the teacher.
- Operate a variety of office machines.
- Contribute to reports on student progress, keep records and collect data on student participation.
- Complete standard district forms.
- Meet all the coordinating responsibilities for the District's Computers in the classroom to accelerate reading and math achievement program.
- Perform other tasks related to the position as assigned.
- Willing to obtain added training.

**SALARY**

As per the Negotiated Agreement for classified paraprofessional aides, part-time. Benefits also based on negotiated contract.

**TERMS OF EMPLOYMENT**

Performance of this job will be evaluated annually in accordance with the provisions of the classified contract. The recipient will be a probationary employee for one year.

**ACCEPTANCE**

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Employee Signature      Date

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Superintendent      Date