

**CARSON CITY SCHOOL DISTRICT  
JOB INFORMATION**

EMPLOYMENT OPPORTUNITY FOR ALL INTERESTED PERSONS

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January 27, 2010

**To: Employees of the Carson City School District and outside applicants**

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

All applicants must meet all highly qualified requirements pursuant to, "No Child Left Behind" (NCLB) regulations

**POSITION: ParaProfessional - ESL - English as a Second Language  
Must be Bilingual (MUST BE FLUENT IN SPANISH) – Mark Twain Elementary School**

**\*\*\*Note: This position is contingent upon sufficient funding and student enrollment.\*\*\***

Under supervision, to assist instructors in English as a Second Language (ESL), accompanying students to classes. Performs related work as required. A complete job description is available in the Human Resources Department.

**EXAMPLES OF  
DUTIES:**

Essential: Interprets and translates for students and parents speaking a non-English language; instructs students in speaking English; arranges for immunization and other requirements to be accomplished; discusses with parents the progress of students and performs related work as required. **Must be able to pass the pre-employment drug screen test.**

**QUALIFICATIONS:** Knowledge of: Principles of adolescent development; general reading and computation Skills; a language other than English (may be required); office machines and procedures; basic record keeping techniques.

Skill in: Assisting students to learn a variety of physical moves and mental skills or concepts; assists students to understand school environment; read, write, speak and translate a designated second language of average difficulty with accuracy (may be required); operate a typewriter and computer; maintain accurate records; read, understand and apply moderately difficult materials; understand and carry out oral and written instructions.

**PHYSICAL  
DEMANDS:**

Strength: Medium Work – Lifting, carrying, pushing or pulling 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

**EDUCATION and  
EXPERIENCE:**

**Associate's Degree OR completed two years of study at an institution of higher education or 48 semester units (verified by official transcript) OR pass the state-approved academic proficiency test (paraprofessional test). Graduation from high school or the equivalent.**

**LICENSE:**

Valid driver's license issued by the state of residence. Original Social Security Card.

**SALARY:**

Grade 20. Range begins with Step 1 = \$13.85 per hour. 6 hours per day, 183 days per year on scheduled school days, with benefits according to the classified negotiated agreement. A new classified employee may receive up to a maximum of five (5) years of previous outside work experience. The prior position must be similar in nature and written verification of employment from the previous employer must be submitted to Human Resources upon employment. Per Administrative Regulation No. 311.1.

**APPLICATION  
PERIOD:**

**Applications will be accepted through February 9, 2010, until 4:00 p.m., or until filled.**

**PLEASE POST**

**See Reverse Side**

**PLEASE POST**

APPLICATION: An interested employee currently on benefits on the grade for the position, or above, is to submit an Employee Transfer Request, (a copy of which is printed on this announcement). Requests for transfer will be considered first; however, a request for transfer does not guarantee that a transfer will be granted. If no transfer is approved, all application materials will be reviewed to determine those who possess the most appropriate qualifications.

Current employees on benefits, not presently on the grade for the position, and CCSD part time temporary employees are requested to submit a new application form. A transfer request form is **not** accepted from these employees. Those applicants selected for interview will be notified of the schedule. The successful applicant will be determined by the evaluation of education, successful experience, recent training and an interview.

REASONABLE ACCOMMODATION: The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

ADDRESS AND QUESTIONS: Application materials and any questions are to be directed to:  
Human Resources Department  
1402 West King Street (P.O. Box 603)  
Carson City, NV 89702 Phone: (775) 283-2130

NOTE: Instructional assistants are not guaranteed a specific site. They may be assigned to locations that will best serve the educational needs of the students and the school district. Each position is contingent upon the number of students with these particular needs remaining enrolled in the school district.

This is a replacement position. CCSD is an affirmative action, equal employment opportunity institution and does not discriminate on the basis of age, sex, sexual orientation, creed, color, race, ethnic origin, disability or veteran status in its programs or employment.

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**CARSON CITY SCHOOL DISTRICT  
EMPLOYEE TRANSFER REQUEST**

Employee must complete one request for each position transfer desired. Please print legibly or type.

\_\_\_\_\_  
Employee Name (Last, First, M/I)

\_\_\_\_\_  
Current Position Title & Grade

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Current Work Location

\_\_\_\_\_  
Hire Date

**TRANSFER IS REQUESTED TO:**

\_\_\_\_\_  
Position Title & Grade

\_\_\_\_\_  
Location

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date of Request

Copy Distribution: Original - Human Resources Office; Copy - Employee

**PLEASE POST**

**See Reverse Side**

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