

# Director I – Undocumented & Immigrant Family & Youth (UNIFY) Success Services

## Position Details

Job Code: U7101

Reference Code: A213

Division/Unit: Chief of Staff

Classification: Professional-Technical

Terms of Employment: Equivalent to [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for functions and activities related to the advocacy and support of immigrant and undocumented students and families. This position is directly responsible to the Chief of Staff, Office of the Chief of Staff.

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## Essential Duties and Responsibilities

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

1. Provide pertinent information, administrative support, research-supported models and strategies to school and Clark County School District personnel, families, and other interested entities; create resource guides, success toolkits, and online resources.
2. Advocate for students and assist families in navigating systems.
3. Offer resources and deliver training for immigrant and undocumented students and families, schools, and the community.

4. Support outreach efforts to a broad cross-section of the community to ensure the District is engaging with businesses and organizations who represent and advocate for immigrant and undocumented students and families.
  5. In a culturally responsive manner, collaborate with stakeholders as well as assist with the coordination of services between various community agencies.
  6. Collaborate with local and national leaders and outside organizations on issues, services, and implementation of support programming for immigrant and undocumented students and families.
  7. Create working relationships and participate in regular meetings with internal staff, schools, community leaders, families, and the community.
  8. Navigate and communicate applicable District, local, state, and national regulations, policies, and laws for District personnel, students, parents/guardians, and agencies or refer inquiries to appropriate entities, as appropriate.
  9. Work closely with the Communications Unit and various media organizations to promote and market community and family awareness of programs, initiatives, and opportunities for students and families in support of the District's strategic plan, goals, and objectives.
  10. Communicate assets and positive stories of immigrant student and family success.
  11. Assist in seeking grants and collaborate with others in the preparation, review, distribution, and evaluation of opportunities designed to further the implementation of effective support for students and families.
  12. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of Community advocacy, outreach and constituent relations.
2. Knowledge of educational needs, goals, and objectives of the District.
3. Knowledge of District and state standards and requirements concerning school District legislative and community relations functions.
4. Knowledge of new, existing, and pending state legislation affecting the District.
5. Knowledge of principles, practices, and basic political science involved in dealing with local, state, and federal officials.
6. Knowledge of District organization, operations, policies, and objectives.
7. Knowledge of policies and objectives of assigned programs and activities.
8. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
9. Ability to establish and maintain cooperative and effective working relationships with others.
10. Ability to analyze situations accurately and adopt an effective course of action.

11. Demonstrated ability to successfully, communicate both verbally and in writing.
  12. Ability to speak in front of large and small groups.
  13. Ability to work independently with little direct supervision as well as work as part of a team and deal with difficult individuals while maintaining composure.
  14. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in education, public administration, or related field.

### **Licenses and Certifications**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.
2. Three (3) or more years of involvement and leadership in community service.
3. Demonstrated experience in recruitment and training of volunteers.
4. Demonstrated experience in program leadership and management.
5. Successful performance in the position held at time of application.

### **Preferred Qualifications**

1. Five (5) or more years of involvement and leadership in community service.
2. Bilingual in English and Spanish.
3. Skilled in diplomacy, judgment, leadership, and problem solving.
4. Skilled in dealing with the public.
5. Knowledge of various cultural groups and cross-cultural techniques.
6. Knowledge of corporate and business structures and practices related to partnership activities.
7. Willingness to maintain a flexible work schedule, which adapts to the needs of the program.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **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, or 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: 09/08/22
- Created: 09/08/22