

# School / Community Facilitator

## Position Details

Class Code: 0144

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 40 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, performs duties relative to school educational goals; facilitates student, community, and parental involvement in school programs/services.

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## Essential Duties and Responsibilities

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

1. Assists in developing and coordinating efforts to strengthen student, school, and community partnerships through personal contacts.
2. Initiates contact between school, families, and community groups; provides information on school programs/services and gathers/relays school-related information.
3. Follows-up on authorized school solicitations for financial support; may be designated as the contact person by the school.
4. Assists in gathering information on school programs' effectiveness.
5. May schedule home visits in tandem with other facilitators, as directed. (Home visits will only be done as directed by an administrator and when accompanied by another Clark County School District employee.)
6. May work variable hours to attend meetings, complete community assignments, etc., as directed.
7. May refer students/families to community agencies.

8. May coordinate and/or attend meetings with other facilitators.
9. May assist in resolving students' concerns with school staff or community, as directed.
10. May arrange transportation for families to/from school, as directed.
11. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.

### **School-Based:**

1. Compiles and logs data/information for reports, as directed.
2. Maintains contact/referral reports, as directed.
3. May assist in supervising students; may interact with students in the lunchroom, on the playground, and in classrooms, as directed.
4. Operates standard office equipment.
5. May perform CPR/AED as necessary.
6. Conforms to safety standards as prescribed.
7. Performs other tasks related to position as assigned by the administrative supervisor. For example:
  - May encourage and organize parents to participate in school programs/projects.
  - May support the Principal in maintaining discipline and encouraging acceptable behavior on campus.

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## **Distinguishing Characteristics**

Assists school administration in pursuing educational program goals, facilitating interaction between the school, students, parents/guardians, and the community, and providing clerical assistance.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to develop rapport and gain cooperation of community.
3. Ability to learn and apply established procedures.
4. Ability to interpret and apply verbal/written instructions.
5. Ability to work flexible hours/shifts, as directed.
6. Ability to work independently and understand limits of authority.

7. Ability to work with a multicultural community and recognize the sensitive nature of working with people of different cultural backgrounds and expectations.
  8. Ability to interpret and explain District policies/procedures as they relate to the position.
  9. Ability to maintain accuracy and confidentiality of records.
  10. Ability to meet predetermined deadlines.
  11. Ability to plan and organize work assignments.
  12. Ability to judge when to act independently and when to refer situations to an administrator.
  13. Ability to work cooperatively with employees, students, parents/guardians, and the public.
  14. Ability to recognize/report hazards and apply safe work methods.
  15. 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 (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Work/volunteer experience in educational or community programs involving parents/guardians, students, businesses, etc.

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

### **Preferred Qualifications**

1. Verified typing score of 35 words per minute net.
  2. Computer literate.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license or state-issued identification card.
  3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD school campuses (i.e., classrooms, corridors, restrooms, cafeterias/lunchrooms, playgrounds, multi-purpose rooms, conference/meeting rooms), student home visits, etc.

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## Work Environment

### Strength

Light – exert force up to 10 lbs., occasionally; a negligible amount of force, frequently.

### 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. Vision: Frequent near/far acuity and color vision. Vision to read printed materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, fax machines, calculators, copiers, telephones, etc.

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## **AA/EOE Statement**

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: 08/16/23
- Created: 07/01/88