

TITLE I – FACES – FAMILY/SCHOOL ENGAGEMENT LIAISON – BILINGUAL

Position Details

Class Code: 0149

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provide services to increase family engagement by implementing various programs and activities related to the needs of English Language Learner (ELL)/limited English proficient (LEP) students and families which meet program goals and objectives in the areas of family involvement to increase student achievement.

Essential Duties and Responsibilities

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

1. Implements and monitors programs, workshops, trainings, and meetings designed to motivate and recognize families in support of their children's education and Clark County School District initiatives.
2. Supports schools to build their capacity to develop and foster productive partnerships that facilitate positive family and community relationships with Family and Community Engagement Services (FACES).
3. Provides strategic and logistical support for community engagement efforts at the school and District levels.

4. Collects and maintains accurate data to document outcomes and impact of family engagement activities at the school and District-level.
 5. Understands school-based needs and collaborates with FACES to determine aligned engagement strategies which address individual school needs.
 6. Works collaboratively with colleagues to ensure coherence between the school-based engagement work, the community engagement work, and other engagement initiatives.
 7. Proactively seeks out resources, models, and strategies which support family engagement and share new learning with colleagues.
 8. Communicates and informs local businesses and community agencies of school programs to gain their support for student success.
 9. Assists in the coordination of school/academic events, (i.e. organizing special activities for family and student participation, human relations activities, scheduling guest speakers, etc.).
 10. Interprets compulsory education laws and District attendance relations to students and parents/guardians.
 11. Promotes and assists, when necessary, the encouragement of student and parent/guardian participation in school activities by ensuring dissemination and understanding of information on school or community flyers, social media, staff memos, or other pertinent correspondence.
 12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 13. May serve as a liaison between the District and other agencies.
 14. May be required to attend school/community events as part of a flexible work schedule.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves providing specialized guidance with proactive and preventative engagement strategies which promote student success; socially, behaviorally, and academically, through deliberate and effective targeted family supports and interactions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of school and community programs, activities, and facilities.

2. Knowledge of educational programs and community resources.
 3. Knowledge and understanding of the District Parent Involvement Policy (P-1140) and section 1118 of the Elementary and Secondary Education Act (ESEA).
 4. Knowledge of CPR/AED and Universal Precautions.
 5. Ability to develop rapport and gain cooperation of community.
 6. Excellent communication and accurate writing skills.
 7. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 8. Ability to work flexible hours or shifts, as directed.
 9. Ability to use technology for public presentations and knowledge of basic computer applications.
 10. Ability to conduct meetings and workshops, gather input, plan, and facilitate public gatherings, and conduct focus groups.
 11. Ability to maintain confidentiality and accurate records.
 12. Ability to meet predetermined deadlines.
 13. Ability to plan and organize work assignments.
 14. Ability to judge when to act independently and when to refer situations to an administrator.
 15. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 16. 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. Two (2) years of formal post high school course work (minimum 48 credits) in related fields (i.e., education, sociology, psychology, child development, etc.); plus, one (1) year experience in schools or community setting working with students at risk of school failure; or,
Five (5) years experience in school or community settings working directly with at-risk students assisting with intervention and resolution of difficulties involving student attendance, academic, behavior, etc.
3. Minimum of 48 credit hours in core subjects from an accredited college or university or passing score on the Educational Testing Service (ETS) para-pro assessment.

4. Bilingual proficient-demonstrated oral, reading, writing competency in English and another language.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at the time of applications or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the 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

Demonstrated experience in interpretation and translation skills in English and another language.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. College transcript(s), if applicable.
 3. Verification of passing score on the ETS para-pro assessment, if applicable.
 4. Verification of successful completion of a bilingual examination administered by Clark County School District.
 5. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 6. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 7. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Medium/Heavy - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing . Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme 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).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, peripheral equipment and software applications, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 11/09/20
- Created: 01/21/15