

Family / School Engagement Liaison

Position Details

Class Code: 0152

Job Family: Paraprofessionals/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, increases family engagement through programs and activities concerning student/family needs; meets family involvement goals and objectives to increase student achievement.

Essential Duties and Responsibilities

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

1. Implements/monitors programs, workshops, trainings, and meetings designed to recognize/motivate families in support of their children's education and Clark County School District (CCSD) initiatives.
2. Supports schools in fostering productive partnerships which facilitate positive family relationships with the Family Engagement Department.
3. Provides strategic/logistical support for family engagement efforts at the school and CCSD levels.
4. Collects and maintains accurate data to document family engagement activities' impact and outcomes at the school and CCSD levels.
5. Understands school needs and collaborates with Family Engagement to devise strategies that address those needs.

6. Collaborates with colleagues to ensure coherence between school-based engagement work and other initiatives.
 7. Proactively seeks out resources, models, and strategies which support family engagement; shares findings with colleagues.
 8. Informs local businesses and community agencies of school programs to gain their support for student success.
 9. Assists in coordinating events (family/student participation activities, human relations activities, guest speakers, etc.)
 10. Interprets compulsory education laws and CCSD attendance regulations to students and parents/guardians.
 11. Encourages student/family participation in school activities by ensuring understanding of information on school/community flyers, social media posts, staff memos, or other pertinent correspondence.
 12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 13. May serve as a liaison between CCSD and other agencies.
 14. May be required to attend school events as part of a flexible work schedule.
 15. May monitor students during assigned period within a variety of school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) for the purpose of maintaining a safe learning environment, which may include physical interventions (i.e., jogging or running after student(s) to prevent them from harming themselves or others.)
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides specialized guidance and implements proactive, preventative engagement strategies promoting student success, socially, behaviorally, and academically, through deliberate, effective, targeted family supports/interactions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of school/community programs, activities, and facilities.
2. Knowledge and understanding of the CCSD Parent Involvement Policy (P-1140) and section 1118 of the Elementary and Secondary Education Act (ESEA).

3. Knowledge of CPR/AED and Universal Precautions.
 4. Ability to develop rapport and gain cooperation of community.
 5. Excellent communication and writing skills.
 6. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds/expectations.
 7. Ability to work flexible hours/shifts, as directed.
 8. Knowledge of basic computer applications; ability to use technology for public presentations.
 9. Ability to conduct meetings, focus groups, and workshops; gathers input for, plans, and facilitates public gatherings.
 10. Ability to maintain confidentiality and accuracy of records.
 11. Ability to meet predetermined deadlines.
 12. Ability to plan and organize work.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 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 (General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of coursework from an accredited college/university (minimum 48 credits) in related fields (education, sociology, psychology, child development, etc.), and one (1) year of experience in schools/community settings working with students at risk of school failure; or,
Five (5) years' experience as described above.
3. Minimum of 48 credit hours from an accredited college/university, or a passing score on the Educational Testing Service (ETS) ParaPro assessment.

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 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 interpreting/translating between English and another language.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Verification of passing score on the ETS ParaPro assessment, if applicable.
 4. A valid driver's license or state-issued identification card.
 5. 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.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – schools and department offices, other designated areas, etc.

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, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, reaching, handling, and repetitive fine motor activities. 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 conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings 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

Computers, peripheral equipment, software applications, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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, 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: 10/24/23
- Created: 01/21/15