

# FACES – Family / School Engagement Liaison – Bilingual

## Position Details

Class Code: 0153

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, implements programs/activities addressing the needs of English Language Learner (ELL) and limited English proficient (LEP) students/families, with the goal of increasing family involvement and student achievement.

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## 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 motivate/recognize families supporting their child(ren)'s education and Clark County School District initiatives.
2. Supports schools in developing and fostering productive partnerships facilitating positive family/community relationships with Family and Community Engagement Services (FACES).
3. Provides strategic and logistical support for community engagement efforts at the school-/District-levels.
4. Collects and maintains accurate data to document outcomes/impact of family engagement activities at the school- and District-levels.
5. Understands and addresses school needs in collaboration with FACES.

6. Collaborates with colleagues to ensure coherence between school, community, and other engagement initiatives.
  7. Proactively seeks out resources, models, and strategies supporting 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 school/academic events (i.e., family/student participation activities, human relations activities, guest speakers, etc.)
  10. Interprets compulsory education laws and District attendance regulations to students/families.
  11. Encourages student and parent/guardian participation in school activities by distributing and ensuring understanding of school/community flyers, social media posts, staff memos, and 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. May monitor students during assigned period in school environments (i.e., assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning environment, which may include physical interventions (i.e., 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, including proactive/preventive engagement strategies that promote students' social, behavioral, and academic success through deliberate, effective, targeted family supports/interactions.

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

1. Knowledge of school/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 community cooperation.
  6. Excellent communication and accurate writing skills.
  7. Ability to work within a multicultural community; recognizes the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
  8. Ability to work flexible hours/shifts, as directed.
  9. Knowledge of basic computer applications; ability to use technology for public presentations.
  10. Ability to conduct meetings, focus groups, and workshops, gather input, and plan/facilitate public gatherings.
  11. Ability to maintain confidentiality and accuracy of records.
  12. Ability to meet predetermined deadlines.
  13. Ability to plan and organize work.
  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' college coursework (minimum 48 credits) in related fields (i.e., education, sociology, psychology, child development, etc.), and one (1) year of experience in school or community settings working with students at risk of school failure; or,  
Three (3) years' experience in school or community settings working directly with at-risk students, assisting in intervening/resolving attendance, academic, or behavioral difficulties, and a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

## **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**

Demonstrated interpretation/translation experience in English and another language.

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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. Transcript(s) from an accredited college/university, if applicable.
4. Verification of passing score on the ETS ParaPro assessment, if applicable.
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.

**NOTE:** Selected candidates must upload verification of successful Language Proficiency Test completion to their profile.

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## **Examples of Assigned Work Areas**

District facilities – schools, department offices, etc.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 25-50 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 conference and computers, or over the telephone. Vision: Frequent near/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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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

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## **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: 09/08/23
- Created: 01/21/15