

Title III – Family Outreach Liaison

Position Details

Class Code: 0157

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 initiatives related to the needs of students and families, and 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 motivate as well as recognize families in support of their children's education and Clark County School District initiatives.
2. Supports schools to build their capacity to develop/foster productive partnerships that facilitate positive family and community relationships with family engagement.
3. Proactively seeks out community /school resources to build family efficacy and support student achievement.
4. Gathers and analyzes information /data of parent, family, and community engagement/involvement programs.
5. Works collaboratively with colleagues to ensure coherence between school-based engagement work, community engagement work, and other engagement initiatives.
6. Communicates and informs local businesses as well as community agencies of school programs to gain their support for student success.
7. Assists in the coordination of District, school and community events in support of

- District/department initiatives.
8. Delivers exemplary customer service across all schools and central service departments.
 9. Interprets compulsory education laws and District attendance relations to students and parents/guardians.
 10. Promotes and assists, when necessary, the encouragement of student and parent/guardian participation in school activities by ensuring dissemination as well as understanding of information on school or community flyers, social media, staff memos, or other pertinent correspondence.
 11. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 12. May serve as a liaison between the District and other agencies.
 13. May be required to attend school/community events as part of a flexible work schedule.
 14. Conforms to safety standards, as prescribed.
 15. 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 as well as effective targeted family supports and interactions.

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. Knowledge of basic computer applications.
6. Ability to develop rapport and gain cooperation of community.
7. Excellent communication and accurate writing skills.
8. Ability to work within a multi-cultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
9. Ability to work flexible hours or shifts, as directed.
10. Ability to use technology for public presentations.

11. Ability to conduct meetings/workshops, gather input, plan/facilitate public gatherings, and conduct focus groups.
 12. Ability to maintain confidentiality and accurate records.
 13. Ability to meet predetermined deadlines.
 14. Ability to plan and organize work assignments.
 15. Ability to judge when to act independently and when to refer situations to an administrator.
 16. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 17. 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) from an accredited college or university in related fields (i.e., education, sociology, psychology, child development, etc.); plus, three (3) years of 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) 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 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. Copy of a valid driver's license or state-issued identification card.
 3. College transcript(s) from an accredited college or 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.
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Examples of Assigned Work Areas

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) screens, 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

Computers, peripheral equipment and software applications, printers, telephones, calculators, copy machines, 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

- Created: 09/20/23