

# TITLE I – FACES – FAMILY LEARNING ADVOCATE

## Position Details

Class Code: 0205

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, performs a variety of duties to increase family engagement through programs and activities related to the needs of students and families at Title I schools and/or Family Engagement Centers.

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## Essential Duties and Responsibilities

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

1. Works with FACES staff in developing, coordinating, implementing and monitoring programs, workshops, trainings, and meetings to motivate and recognize families in support of their children's education and Clark County School District initiatives.
2. Acts as a liaison between school, parents/guardians, community groups, and other agencies and organizations to provide information on school programs and services and to gather or relay information on school-related matters.
3. Investigates school community-based needs and collaborates to outline and implement family engagement strategies/programs which address individual school, families, and community needs.

4. Creates, schedules, and promotes family learning opportunities through the University of Family Learning (UFL) to increase student achievement.
  5. Promotes student and parent/guardian participation in academically focused school and community activities.
  6. Proactively seeks out resources, models, and strategies which support family engagement and shares new learning with colleagues.
  7. Collects and maintains accurate data to document outcomes and impact of family engagement activities at the school and District level.
  8. Works collaboratively with colleagues to ensure coherence between school and community-based engagement work and initiatives.
  9. Coordinates and develops engagement activity calendars, flyers, and other pertinent correspondence to ensure dissemination and understanding of information.
  10. May be required to attend school/community events as part of a flexible work schedule.
  11. Support early learning activities for pre-school aged children during family learning workshops.
  12. Organizes, prepares materials, and conducts FACES approved curriculum.
  13. May serve as a liaison between the District and other agencies.
  14. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Ability to provide support and guidance in promoting student and family social, behavioral, and academic success through deliberate and effectively targeted family interactions linking curriculum to student learning.

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## **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 1010 of the Every Student Succeeds Act (ESSA).
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 workshops using provided curriculum.
  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 or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community; or,  
Three (3) years experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community.
3. Minimum of 48 credit hours from an accredited college or university or passing score on the Educational Testing Service (ETS) para-pro assessment.

## **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**

1. Fluent in English and Spanish.
  2. Experience in planning, organizing, and coordinating activities and events.
  3. Skilled with Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint software.
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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. College transcript(s), if applicable.
  3. Verification of passing score on the ETS para-pro assessment, if applicable.
  4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  5. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
  6. 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.
  7. 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.

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## **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).

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## **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.

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### **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