

# Pre-Kindergarten Program/Placement Processor

## Position Details

Class Code: 0279

Job Family: Administrative/Clerical/Secretarial

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, performs research and determines Pre-Kindergarten (Pre-K) program placement for general education Pre-K students. Verifies student information and applicable grant requirements. Collaborates with schools and families to facilitate Pre-K enrollment.

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## Essential Duties and Responsibilities

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

1. Utilizes multiple sources of information to determine geographic placement of Pre-K students, according to guidelines established by the Clark County School District (CCSD) and applicable grant requirements.
2. Manages Pre-K database including data-entry, program placement, and student waitlist, with accuracy and attention to detail.
3. Communicates and collaborates with grant administrators to determine program placement.
4. Communicates professionally with parents/guardians regarding program eligibility requirements and program placement, as well as CCSD personnel such as registrars, school clerks, and school/division-level administration via telephone, email, etc.

5. Maintains confidentiality related to student, parents/guardians, school, and CCSD information.
  6. Understands, implements, and adheres to applicable grant requirements.
  7. Notifies schools of student placement into programs.
  8. Prepares and maintains reports.
  9. Promotes community and family awareness of Pre-K through school or community flyers, social media, and other correspondence.
  10. Researches/compiles information and data for statistical reports, checks/tabulates data, and ensures accuracy.
  11. Collects data from all programs and manages student/program data.
  12. Ability to work in a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
  13. Ability to effectively communicate with families and provide exceptional customer service.
  14. Excellent verbal/written communication, writing, and math skills.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Responsible for performing research to identify appropriate program placement for Pre-K students.

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

1. Knowledge of the CCSD Pre-K program requirements and guidelines.
2. Knowledge of computer operations and software applications related to assignment.
3. Knowledge of business machines and office equipment.
4. Knowledge of school registration processes, data entry, and reports.
5. Ability to learn online data management and evaluation tool for data entry.
6. Ability to interpret and explain written/verbal instructions, practices, and procedures.
7. Ability to interpret/apply department practices/procedures as well as CCSD policies and regulations.
8. Ability to speak professionally to individuals when relaying information regarding department practices/procedures and State regulations.

9. Ability to maintain confidentiality of information.
  10. Ability to communicate clearly and concisely, both verbally and in writing.
  11. Ability to meet predetermined deadlines.
  12. Ability to file and maintain records.
  13. Ability to recognize and understand limits of authority.
  14. Ability to plan, organize, and prioritize assignments.
  15. Ability to work cooperatively with employees, students, parents/guardians, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Ability to identify situations requiring the assistance of the supervisor and/or administrator.
  18. 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 Education Development (GED), foreign equivalency, etc.).
2. Three (3) years' experience involving records/database management; or, 36 credit hours in business-related or core subjects from an accredited college or university.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

Demonstrated experience in interpretation and translation skills in English and Spanish.

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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) from an accredited college or university, if applicable.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities including 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, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, 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, 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, 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: 09/07/23
- Created: 07/27/23