

Nevada Ready! State Pre-K Program / Placement Processor - Bilingual

Position Details

Class Code: 0281

Job Family: Administrative/Clerical Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, researches and identifies program placements for students qualified for the Nevada Ready State Pre-K Full Day Program. Verifies all family income and household size information; collects backup documentation. Works with schools and families to enroll students. Collaborates with schools in the recruiting process to ensure all seats are filled.

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 state Pre-K program students, according to Nevada Department of Education (NDE) guidelines.
2. Enters student data into database to manage state Pre-K program placements and school waitlists.
3. Collaborates with Case Management to review Individual Education Programs (IEPs) and determine students' eligibility.

4. Communicates with Case Management to determine if approved students will be provided school transportation.
 5. Manages parent/guardian telephone calls regarding program eligibility requirements and placement, as well as calls with Clark County School District personnel such as registrars, school clerks, and school/division administrators.
 6. Maintains confidentiality of student/family, school, and District information.
 7. Understands and implements the state Pre-K grant-funded requirements.
 8. Notifies schools of student program placements.
 9. Prepares and maintains program needs reports.
 10. Encourages student enrollment into the state Pre-K program; distributes and ensures understanding of school/community flyers, social media posts, and other pertinent correspondence, when needed.
 11. Researches and compiles information/data for statistical reports; checks and tabulates data.
 12. Manages student files; coordinates with the Grants Department to ensure all audit procedures are followed.
 13. Collects data from all programs; manages student and program data in MIDAS, the state monitoring system.
 14. Maintains accuracy when entering data.
 15. Ability to work in a multicultural community and recognize the sensitive nature of collaborating with people of different cultural backgrounds/expectations.
 16. Ability to effectively communicate with families and provide exceptional customer service.
 17. Excellent communication, writing, and math skills.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Collects family income eligibility documentation and researches eligibility requirements/program locations to determine eligibility and appropriate placement.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of NDE grant requirements and guidelines.
2. Knowledge of computers and work-related software applications.
3. Knowledge of business machines and office equipment.

4. Knowledge of IEPs, school registration processes, data entry, and reports.
 5. Knowledge of United States Federal Poverty guidelines.
 6. Ability to learn online data management and data entry evaluation tools.
 7. Ability to interpret and explain written/verbal instructions, practices, and procedures.
 8. Ability to interpret and apply District/department policies, practices, and procedures.
 9. Ability to speak professionally to individuals when relaying information regarding state/department practices, procedures, and regulations
 10. Ability to maintain confidentiality of information.
 11. Ability to communicate clearly and concisely, verbally and in writing.
 12. Ability to meet predetermined deadlines.
 13. Ability to file and maintain records.
 14. Ability to recognize and understand limits of authority.
 15. Ability to plan, organize, and prioritize assignments.
 16. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 17. Ability to recognize/report hazards and apply safe work methods.
 18. Ability to identify situations requiring supervisor/administrator assistance.
 19. 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/university.
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

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

Preferred Qualifications

1. Basic math proficiency
 2. Knowledge of IEPs and technical terminology
 3. 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. Transcript(s) from an accredited college/university, if applicable.
3. Copy of a valid driver's license or state-issued identification card.
4. 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.

Examples of Assigned Work Areas

District facilities – schools and department offices.

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, 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 maintain concentration for an extended period of time. 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, 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, 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: 09/06/23
- Created: 01/13/22