

21ST Century Community Learning Center (CLC) Grant – After School Site Manager

Position Details

Class Code: 4201

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the daily operation, coordination, and delivery of services at the program site location; and implementing the 21st Century CLC Grant.

Essential Duties and Responsibilities

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

1. Oversees all aspects of the site operations including, but not limited to: time reporting activities, supply ordering, and data collection.
2. Monitors expenditures of 21st Century CLC grant budget.
3. Ensures staff and students are assigned classrooms.
4. Ensures staff and students sign-in and out of the program daily.
5. Monitors program data (collection and entry), attendance, and outcomes.
6. Maintains a safe and secure site with emergency information and procedures as defined by the Clark County School District.
7. Facilitates ongoing communication with program administration, school administration, teachers, students, parents/guardians, other staff, and community partners.

8. Prepares complex reports, as directed.
 9. Suggests and initiates decisions to improve workflow.
 10. Promotes public relations and deals tactfully and diplomatically with people.
 11. Determines procedures for handling unique problems.
 12. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
 13. Prepares correspondence, explains material being sent, answers requests, and completes forms, as assigned.
 14. Develops procedures for obtaining information from employees, from records, or by observation.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex clerical and 21st Century CLC programming tasks requiring substantial judgment and analytical ability.

Knowledge, Skills, and Abilities (Position Expectations)

1. Demonstrates an understanding of 21st Century CLC Grant and objectives and program procedures and goals.
2. Knowledge of District operations in relation to division/department operations.
3. Knowledge of business machines, office equipment, and record keeping/accounting.
4. Ability to create original reports, correspondence, and procedures.
5. Ability to promote public relations and deal tactfully and diplomatically with people.
6. Ability to plan, oversee, and coordinate work of several others in terms of needs of particular tasks.
7. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to do editorial checking for spelling, punctuation, and grammar.
10. Ability to concentrate on accuracy of details.
11. Ability to determine procedures for handling unique problems.
12. Ability to cooperate with management, staff, and the public.

13. Ability to recognize and report hazards and apply safe work methods.
 14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
 15. 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. Two (2) years of post-high school general education course work from an accredited college or university, plus one (1) year experience in school or community setting; or,
Three (3) years of clerical experience in a school or community setting involving public contact.
3. Must attend one (1) state and one (1) national/regional 21st Century CLC conference.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application 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

Fluent in English and Spanish.

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. A valid drivers license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Current copy of driving history (dated within six (6) months from the date printed). issued by the Department of Motor Vehicles
 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

Clark County School District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force to 10 lbs., occasionally.

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 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

Varies from 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

District-issued/personal vehicle, various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

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: 09/30/21
- Created: 05/08/19