

Vegas PBS – Ready to Learn (RTL) Family Outreach Specialist

Position Details

Class Code: 4900

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assists in promoting student, parent/guardian, and community involvement in school (i.e., family support activities and community outreach programs.)

Essential Duties and Responsibilities

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

1. Collaborates with local businesses, community services, non-profits, and educational organizations to leverage Vegas PBS resources and provide educational programs, services, resources, and activities to the community.
2. Informs the community of Vegas PBS services, programming, and resources.
3. Assists in assessing effectiveness of assigned Vegas PBS activities for future planning.
4. Coordinates and conducts family/community involvement activities and services based on Ready to Learn (RTL) educational programs (i.e., family engagement workshops and afterschool programs.)
5. Assists in selecting and processing grants for RTL and other Vegas PBS programs, as assigned.
6. Gathers, enters, and analyzes information/data for reporting purposes.

7. Promotes family participation in RTL activities by ensuring distribution and comprehension of school/community flyers, social media posts, staff memos, or other pertinent correspondence.
 8. Maintains and organizes RTL program materials inventory; orders needed materials while staying within budget.
 9. Coordinates and attends meetings to achieve RTL objectives.
 10. Answers public inquiries concerning Vegas PBS departmental activities/operations.
 11. May be required to work variable hours to attend school/community events, complete community assignments, etc., as directed.
 12. May serve as a liaison between Vegas PBS, the Clark County School District (CCSD), and other agencies.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assists in promoting student, parent/guardian, and community involvement in school activities/programs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
2. Knowledge of school/community programs, activities, resources, and facilities.
3. Knowledge and understanding of CCSD's Parent Involvement Policy (P-1140) and section 1118 of the Elementary and Secondary Education Act (ESEA).
4. Ability to develop rapport and gain community cooperation.
5. Excellent communication and ability to write clearly/succinctly.
6. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
7. Ability to work flexible hours/shifts, as directed.
8. Knowledge of basic computer applications; ability to use technology to create public presentations.
9. Ability to deliver group presentations confidently and effectively.
10. Ability to maintain confidentiality and accuracy of records.
11. Ability to communicate clearly, both verbally and in writing.

12. Able to direct efforts toward meeting a goal, mission, or objective.
 13. Ability to work independently with minimal supervision; possess effective time management and prioritization skills.
 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 (General Educational Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university in business management, sociology, political science, education, or a related field, and one (1) year of work/volunteer experience in education or community programs involving parents/guardians, students, and/or businesses; or, Associate Degree from an accredited college/university in business management, sociology, political science, education or a related field, and three (3) years' work/volunteer experience as described above; or, Five (5) years' work/volunteer experience as described above.

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 (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record, which must be maintained for the duration of the assignment.

Preferred Qualifications

1. English and Spanish fluency
2. Public relations experience
3. Diplomacy, judgment, leadership, and problem-solving skills

4. Ability to work under pressure, meet deadlines, and multitask
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Must have safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD/Vegas PBS facilities – schools and departmental 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) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate 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 vehicles, computers, peripheral equipment, software applications, 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: 10/12/23
- Created: 05/13/21