

**POSITION DESCRIPTION
NYE COUNTY SCHOOL DISTRICT**

- Job Title:** *Parent Liaison Site Representative*
- FLSA Status:** Non-Exempt
- Assignment:** Title I School Sites & District Site
- Location:** District-wide
- Qualifications:**
- Minimum high school diploma.
 - Two (2) years of college level education preferred
 - At least two years of working with parents/families and community members
 - Ability to communicate effectively both orally and in writing with parents, schools, community and district office personnel
 - Bilingual in Spanish preferred
 - Knowledge of grant process and procedures preferred
 - Specific skill-based competencies such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records
 - Flexibility to work independently with others in a wide variety of circumstances
 - Ability to display tact and courtesy, set priorities, and work as part of a team
 - Gear Up programming experience preferred
- Reports To:** Assistant Superintendent for Student Achievement or designee
- Supervises:** N/A
- Job Goal:** Under the guidelines of Gear Up, the Gear Up Site Representative will provide support for the academic needs of all Gear Up students. They will assist in creating a college readiness environment. The Representative will work with NCSD personnel to deliver the requirements of the Gear Up program. They will provide support to parents and increase positive communications between parents and the district to enhance student's educational experiences.
- Terms of Employment:** 208 days per year, 4.5 hours per day
- Evaluations:** Performance of this job will be evaluated in accordance with the provision of the Board/Superintendent's policy on evaluation of employees.

The information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job. Incumbents may be required to follow any other instructions, and to perform any other related duties as may be required by their supervisor.

Major Duties and Responsibilities:

1. Strengthens Title I families and their involvement in the education of Title I students by encouraging these parents to form a strong school-family partnership to support student learning.
2. Assists in the expansion of required Parent Involvement in the Title I Annual Meeting and the meetings to review and update the Parent Plan and the Title I plans.
3. Assists in the recruiting volunteer participation for Title I parents.
4. Contacts Title I parents to inform them of school activities.
5. Assists in coordinating community resources that support each school's vision of improved parent participation, parent education, and parent communications.
6. Assists in identifying and linking families to school and community resources.
7. Helps the schools to develop a family-friendly school climate in cooperation with the principal, teachers, parent organizations, and other staff.
8. Collaborates with an action team of families, teachers, parent organizations, business-community partners, and the principal to develop programs and activities designed to engage families in improving student achievement.
9. Helps teachers/staff and families to develop a strong partnership.
10. Develops and implements effective family involvement strategies and activities to empower students and their families.
11. Attends meetings and trainings pertaining to the position for the purpose of staying informed of educational and related services.
12. Participates in and supports district activities and programs for families.
13. Provides information to parents/families in order to improve home-school communication.
14. Models nondiscriminatory practices in all activities.
15. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
16. Recognizes and reports hazards, and conforms to safety standards as prescribed.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.

18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

19. Performs other duties as requested or assigned by supervisor or designee.

Work Environment:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires 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 to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, playground/office/classroom equipment, communicable disease.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position description.

Screening and Compliance:

The offer of this NCS D position requires compliance with the following:

- Valid Nevada Drivers' License
- Ability to pass State and Federal criminal background check
- Ability to travel throughout the District as needed
- Compliance with NCS D Drug and Alcohol Testing Program

Attends: Meetings and/or training as assigned by supervisor.

Approved by:



Superintendent



Date

The Nye County School District is an equal opportunity employer. The district does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or national origin. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of assigned position.