

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Parent Class Instructor – Grant Site Representative

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 114 days per year, no more than 12 hours per week (3 days per week, 4 hours per day)

JOB GOAL: Help clients to develop strong parenting skills to support educational growth of their children by providing support and increasing positive communications between the parents and the district to enhance the students' educational experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Develop, schedule and conduct parenting classes throughout the district focusing on strengthening families and their involvement in the education of students by encouraging these parents to form a strong school-family participation, parent education and parent communications.
2. Work with NCSD personnel to deliver requirements of parenting programs and assist each school's vision of improved parent participation, parent education and parent communications.
3. Assists in identifying and linking families to school and community resources.
4. Through parenting classes and programs, help the schools to develop a family-friendly school climate in cooperation with the principal, teachers, parent organizations, and other staff.
5. Through parenting classes and programs, help teachers/staff and families to develop strong partnerships.
6. Through parenting classes, help to develop effective family involvement strategies and activities to empower students and their families.
7. Attends meetings and trainings pertaining to the position for the purpose of staying informed of educational and related services.
8. Participates in and supports district activities and programs for families.
9. Provides information to parents/families in order to improve home and school communication.
10. Models nondiscriminatory practices in all activities.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to communicate effectively both orally and in writing with parents, school, community and district office personnel.
2. Ability to display tact and courtesy, set priorities, and work as part of a team.
3. Bilingual in Spanish preferred.
4. Knowledge of grant process and procedures preferred.
5. Specific skill-based competencies such as operating standard office equipment, planning and managing projects, and preparing and maintaining accurate records.
6. Flexibility to work independently with others in a wide variety of circumstances.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

- 1. High School Diploma or equivalent
- 2. Two (2) year college level education preferred
- 3. Minimum two (2) years working with parents/families and community members.

Licenses and Certifications:

- 1. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy

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: May require 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 equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.


Working Conditions: Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

9/30/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____