

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Parent Liaison Site Representative

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 208 days per year, four and a half (4.5) hours per day.

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.

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. 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 of volunteer participation for Title I parents.
4. Contacts Title I parents to inform them of school activities.
5. Assists in coordination 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 meeting and training pertaining to the position for the purpose of staying informed of educational and related services.
12. Participates in and support 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.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to communicate effectively, both orally and in writing, with parents, schools, community members.
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-processes and procedures preferred.
5. Specific skill-based competencies, such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
6. Flexibility to work independently with others in a wide variety of circumstances.
7. Gear Up programming experience preferred.
8. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
9. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, and conforms to safety standards as prescribed.

11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. 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) years of college level education preferred
3. Minimum two (2) years' experience 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 NCS D 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.

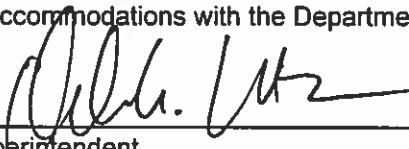
Working Conditions: Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

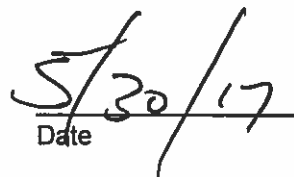
Equal Opportunity Employer

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


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: _____