

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **SAFE Coordinator**

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**FLSA Status:** NON-EXEMPT

**Classification:** Extra-Curricular

**Terms of Employment:** After school hours vary based on grant funding

**JOB GOAL:** To provide each enrolled student instruction, concepts and strategies that will help them to succeed academically and master core subjects. Provide students an opportunity to participate in after-school activities that promote drug and alcohol awareness, anti-bullying, physical fitness and a sense of self-worth.

### **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. Serves as primary contact for SAFE (21<sup>st</sup> CCLC) program.
2. Prepares, copies, distributes registration packets and promotional documentation. Updates school website with current information.
3. Works with administration to design programs, recruit students and assign teachers for the program in accordance to district policies and program/grant guidelines.
4. Align the 21<sup>st</sup> Century After School Program with school day curriculum.
5. Communicate expectations, policies, procedures, and daily schedules with teachers.
6. Collect registration forms, enter data in state database system, and facilitate academic, recreational and enrichment activities as applicable.
7. Organize SAFE Advisory Board members, schedule meetings and meet with existing partners/cultivate new ones.
8. Plan calendar to include board meetings, special events, fundraising events, school dances, parenting workshops, student athlete/parent nights, family events, recognition assemblies, and classes.
9. Secure supplies and workers for events. Handle money, deposits and reimbursements from fundraisers.
10. Maintain attendance records, discipline records, student progress records, grades, and test scores throughout the school year.
11. Generate reports as needed, monitor budget and assist with grant requests.
12. Attend 21<sup>st</sup> Century Community Learning Center trainings, regional conference and state-wide meetings as needed.
13. Administer parent/teacher/student surveys and enter data in state designated database system.
14. Performs other tasks related to area of responsibilities as requested/assigned by Supervisor.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Strong interpersonal and leadership skills to work cooperatively with administrators, teachers, students, parents and the community.
2. Ability to plan, organize, and coordinate activities and to work under pressure while exercising flexibility as priorities change.
3. Ability to model respect and courtesy in student and parent interaction.
4. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
5. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, conforms to safety standards as prescribed.
7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

**POSITION REQUIREMENTS**

**Education, Training, and Experience:**

- 1. Valid Nevada teacher's license, or Approval of the Board of Trustees
  - 2. Three (3) years related experience
- (Waiver of these requirements may be approved by Superintendent)

**Licenses and Certifications:**

- 1. Valid Nevada Driver License
- 2. Current CPR/First Aid/AED training and certification

**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:** Active/medium-exert force 10 to 50 lbs. depending on activity or occasionally or a medium 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 and/or student activity setting and use standard office and/or playground/sports equipment, stamina to remain seated and maintain concentration for an extended period of time and/or to remain outdoors for extended periods of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices and/or frequent distance vision as related to specific activity.

**Environmental Conditions:** Climate controlled office/classroom setting, outside weather conditions traveling to and from District facilities and during outdoor activities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, athletic/playground equipment, extreme weather conditions, and communicable diseases.

**Working Conditions:** Office/classroom or suitable workspace with 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: John A. Luten  
Superintendent

5/30/17  
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: \_\_\_\_\_