

White Pine County School District
1135 Avenue C Ely, Nevada 89301 (775) 289-4851 FAX (775) 289-3999

DEN Pre-K Parent Outreach Coordinator

Classification: Classified

Terms of Employment: 20-25 hours/week.

FLSA Status: Exempt

This is an hourly position based on the qualified person's currently hourly rate on Salary Schedule 1, Range 10 of Appendix A of the Negotiated Agreement between the WPCSSO and the WPCSD.

Position Summary

The Parent Outreach Coordinator will work with parents and students as assigned and assist the teacher in implementation of daily instruction and behavioral management as assigned by the teacher. This person will meet monthly with all enrolled families to monitor and guide school involvement progress, collect and track involvement data, and plan and implement monthly parent involvement activities. This person will collaborate closely with outreach Pre-K staff and will report directly to the school site administrator.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented. The Parent Outreach Coordinator will assist and support the leader teacher in duties as assigned including:

1. Plan and conduct monthly parent involvement meetings with all enrolled families to monitor and assist with school involvement requirements
2. Plan and execute monthly parent involvement workshops and trainings to strengthen parent-student engagement and support
3. Assist in creating monthly homework calendars, ensure that they are distributed to all families, collect and record data from returned calendars, and distribute awards appropriately.
4. Maintain log of travel, face-to-face meetings, parent contacts.
5. Follow classroom management/discipline plans ensuring safety at all times.
6. Ensure assessment regulations and guidelines are followed at all times.
7. Develop a classroom climate that promotes positive learning conditions.
8. Work professionally with teacher, administrators, staff, parents, and community.
9. Develop and implement mini lessons with feedback from the teacher.
10. Participate in other job-related duties and activities related to the position as assigned.

Skills/Qualifications:

- Demonstrate effectiveness in event planning
- Experience working/volunteering in a school environment
- Ability To work with little supervision
- Effective verbal and written communication skills
- Ability to establish relationships within the Ely community

Requirements

In addition to those of a regular paraprofessional, a Nevada substitute license is preferred but not required.

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