

Title I – Family and Community Engagement Services (FACES) – Family/School Engagement Liaison – Bilingual

Position Details

Class Code: 0149

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, implements programs/activities addressing the needs of English Language Learner (ELL) and limited English proficient (LEP) students/families, with the goal of increasing family involvement and student achievement.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Implements/monitors programs, workshops, trainings, and meetings designed to motivate/recognize families supporting their child(ren)'s education and Clark County School District initiatives.
2. Supports schools in developing and fostering productive partnerships that facilitate positive family/community relationships with Family and Community Engagement Services (FACES).

3. Provides strategic/logistical support for community engagement efforts at the school and District levels.
 4. Collects/maintains accurate data to document impact of family engagement activities at the school and District levels.
 5. Understands school-based needs; collaborates with FACES to determine aligned engagement strategies addressing individual school needs.
 6. Collaborates with colleagues to ensure coherence between school/community engagement work and other engagement initiatives.
 7. Proactively seeks out resources, models, and strategies supporting family engagement; shares learning with colleagues.
 8. Informs local businesses and community agencies of school programs to gain their support for student success.
 9. Assists in coordinating school/academic events (i.e. family and student participation activities, human relations activities, guest speakers, etc.)
 10. Interprets compulsory education laws and District attendance regulations to students and parents/guardians.
 11. Encourages student and parent/guardian participation by ensuring distribution and comprehension of school/community flyers, social media posts, staff memos, or other pertinent correspondence.
 12. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 13. May serve as a liaison between the District and other agencies.
 14. May be required to attend school/community events as part of a flexible work schedule.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides specialized guidance while using proactive and preventative engagement strategies; promotes students' academic, behavioral, and social success through deliberate, targeted family supports/interactions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of school/community programs, activities, and facilities.

2. Understanding of the District Parent Involvement Policy (P-1140) and section 1118 of the Elementary and Secondary Education Act (ESEA).
 3. Knowledge of CPR/AED and Universal Precautions.
 4. Ability to develop rapport and gain community cooperation.
 5. Excellent communication and writing skills.
 6. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 7. Ability to work flexible hours/shifts, as directed.
 8. Knowledge of basic computer applications; ability to use technology for public presentations.
 9. Ability to conduct meetings, workshops, and focus groups; ability to collect input and plan/facilitate public gatherings.
 10. Ability to maintain confidentiality and accurate records.
 11. Ability to meet predetermined deadlines.
 12. Ability to plan and organize work assignments.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' coursework (minimum 48 credits) from an accredited college/university in related fields (i.e., education, sociology, psychology, child development, etc.), and one (1) year of experience in schools or community settings working with students at risk of school failure; or, Three (3) years' experience in schools or community settings working directly with at-risk students, assisting in intervening/resolving student attendance, academic, and behavioral difficulties, and a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

Demonstrated interpretation/translation experience in English and another language.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/university, if applicable.
3. Verification of passing score on the ETS ParaPro assessment, if applicable.
4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
6. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
7. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

District facilities – schools and department offices.

Work Environment

Strength

Medium/heavy – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

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.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, computers, peripheral equipment, software applications, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees

equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/07/23
- Created: 01/21/15