

CHURCHILL COUNTY SCHOOL DISTRICT

FAMILY SERVICE SPECIALIST-Grant Funded

FLSA: Non-Exempt

Created: 02/2011

Last Revised: 04/2017

DEFINITION

Performs a variety of paraprofessional duties to assist families in achieving self-sufficiency. Incumbents determine eligibility for a variety of public assistance and health related programs; provide coordinated employment and training services including assessment, vocational guidance, support services and education to clients; and/or provide child support enforcement services. Positions in this series may specialize in one service area, or may work in multiple areas depending upon the needs of the students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Director of Educational Services or designee. Assigned management staff provides technical and functional supervision.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Familiarize and adhere to the grant sources and grant requirements.
2. Provides parenting classes as deemed necessary with the program.
3. Provides tutoring services to students individually or in small groups.
4. Provides group activities/meetings with students and parents.
5. Acts as a liaison between school and with outside entities and students/parents.
6. Attends meetings with the state or district pertinent to the program; upon supervisor approval.
7. Assists with district wide activities for parents including district parent involvement committee, family activity nights.
8. Assists with student activities at school for the student population for the specific program.
9. Provides data and information to report on the grant program.
10. Performs a variety of clerical duties in support of the student/parent/client program.

CHURCHILL COUNTY SCHOOL DISTRICT

FAMILY SERVICE SPECIALIST-Grant Funded, continued

11. Attends parent-teacher conferences as required.
12. Interprets and translates for non-and-limited English parents as required.
13. Maintains an open, friendly, professional relationship with all staff, students and families, to include respect for culture, diversity and ethnicity.
14. Provides information, referral and coordinating efforts to link students and their families with appropriate community resources.

QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Routine record keeping principles and practices;
- Basic and advanced mathematical principles as required for the appropriate age group;
- English usage, spelling, grammar, and punctuation;
- Instructional techniques and strategies; and
- Student behavior and characteristics.

Skills to:

- Operate office equipment, computers, and other equipment to prepare learning materials and resources; and
- Work cooperatively with employees, students, parents/guardians, and the public.
- Read, write, and understand the English language;
- Multi-task and determine priorities; and
- Interpret and apply oral and written instruction.

Ability to:

- Learn the general purposes and tools of public education;
- Learn and use parent education programs and topics;
- Learn and utilize methods and procedures specific to a grant funding source;
- Read, write and understand the English language;
- Communicate effectively, both orally and in writing;
- Maintain files and records;
- Maintain confidentiality;
- Maintain FERPA requirements;

CHURCHILL COUNTY SCHOOL DISTRICT

FAMILY SERVICE SPECIALIST-Grant Funded, continued

- Establish and maintain cooperative working relationships with those contacted in the course of work including community resources, district and school staff, parents and students; and
- Some positions in the bilingual programs require English and a second language, including literacy as well as aural/oral proficiency.

Experience and Training Guidelines - *Any combination of experience and training that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Some experience working with parents, clients or students is desirable.
Experience working with parenting education or client services

Education:

Possession of a high school diploma or its equivalent (GED).

Required Certification and Licenses:

Paraprofessional (highly qualified) requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
- Obtained an associate's (or higher) degree; OR
- Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS Paraprofessional Assessment.)

Possession of or ability to obtain a valid Nevada driver's license.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard

CHURCHILL COUNTY SCHOOL DISTRICT

FAMILY SERVICE SPECIALIST-Grant Funded, continued

classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external customers.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting		X		
Crawling	X			
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing		X		
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight			X	
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone		X		

CHURCHILL COUNTY SCHOOL DISTRICT

Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises	X			
Heights				
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision			X	
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to stress, noise levels ranging from moderate to very loud and occasional to frequent time periods. Potential exposure to blood borne pathogens.

Employee's Acknowledgment: *I acknowledge that I have read the above job description and have received a copy for my records.*

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

CHURCHILL COUNTY SCHOOL DISTRICT