

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

Grant Site Manager

*Students in Transition, Fostering Connections, Family Engagement*

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** Implement, maintain and support an effective Students in Transition, Fostering Connections and Family Engagement Program throughout Nye County School District, meeting the needs of all qualifying students and families.

## **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. Act as a District Liaison between the students, families, schools, district, state and federal agencies and community stakeholders in support of student needs.
2. Provide families with information related to the needs of their student and acts as a resource to parents/guardians by providing family support, referrals and communicating available services.
3. Conduct training to school staff and stakeholders on school policies/procedures and laws as they relate to programmatic requirements; and recommend strategies for supporting the needs of qualifying students.
4. Maintain necessary records, determine eligibility and investigate homeless and foster care status ensuring confidentiality of students and their families. Prepare related reports (local and state)
5. Monitor student academic progress based on programmatic requirements.
6. Monitor, maintain, store and distribute materials, tutoring supplies, clothing, etc. to the schools for promoting student achievement.
7. Ensure that the parent or guardian of the homeless child or youth, foster child and any unaccompanied youth, is fully informed of all transportation services, including the school of origin, for the purpose of providing assistance to access transportation services.
8. Support all grant guidelines, including but not limited to; posting educational rights, providing assistance to families, outreach to community providers, providing training for parents, dispute resolution referrals, staying informed of programmatic updates and related services while modeling nondiscriminatory practices in all activities.
9. Provide assistance to schools to obtain the necessary records through DCFS for the purpose of school enrollment.
10. Establish, monitor and participate in Best Interest Determination, for school placement and School of Origin transportation status for Foster Care students.
11. Assist in the compliance and expansion of family engagement, through the Title I Annual meeting and other related meetings and activities.
12. Oversee Title I family engagement compliance documentation.
13. Assist in coordinating community resources that support each school's vision of improved parent/legal guardian participation, education and communications.
14. Maintain, distribute, monitor and promote district financial accounts; Activity Funds, Scholarship Funds and grant budgets.
15. Supervision and recruitment of AmeriCorps/VISTA members assigned to programs.
16. Provide district and school administration with guidance, updates and knowledge of federal/state laws, and grant requirements to maintain district policy/procedures/manuals.
17. Performs other related duties and functions as assigned.

## **POSITION EXPECTATIONS**

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

1. Specific skill-based competencies such as operating standard office equipment, planning and managing projects, and preparing and maintaining accurate records.
2. Ability to communicate effectively both orally and in writing, and work cooperatively with parents, schools, community and district office personnel.
3. Possess excellent verbal and written communication skills.
4. Possess excellent organizational skills.
5. Ability to maintain security of confidential information.
6. Ability to display tact and courtesy, set priorities, and work as part of a team.

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*Revised 9/28/23 cw*

7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. 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. High School Diploma or equivalent

**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.

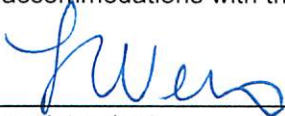
**Working Conditions:** Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

**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

9.28.23  
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: \_\_\_\_\_