



Nye County School District - Human Resources

Job Description

Title: Grant Site Representative	Classification: Classified
FLSA Status: NON-EXEMPT	Terms of Employment: 183 or 146.4 days a year, hours per day determined by site and specific assignment requirements

JOB GOAL: The Grant Site Representative will be a critical member of the grant program. The Grant Site Representative works across all program areas, including collaborating with all stakeholders to ensure effective and efficient grant program processes. The Grant Site Representative maintains a vision and mission for their position in support of student academic success and makes changes in collaboration with their supervisor when necessary, to develop the best program possible for students.

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, which does not conflict with NCSD policies and administrative regulations.

1. Outline the vision and mission for the Grant Site Representatives portion of the program.
2. State the context and conditions under which the problem or goal exists that may affect the intended outcomes.
3. Describe the prioritized groups to benefit.
4. Assess the community needs and resources.
5. Develop core components and “best practices” to support goals and objectives.
6. Analyze program guidance that supports the position.
7. Develop strategies for sustaining the initiative.
8. Envision and develop marketing plans of the initiative to include all stakeholders relative to the program.
9. Build and sustain strong relationships with stakeholders.
10. Develop action plans for interventions, program practices and stakeholder engagement.
11. Perform other tasks related to area of responsibilities as assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to communicate effectively, both orally and in writing, with parents, schools, community members.
2. Ability to display tact and courtesy, set priorities, and work as part of a team.
3. Ability to work with diverse individuals and/or groups.
4. Knowledge of community resources that provide pertinent social programs and other human resource assistance.
5. Knowledge of grant-processes and procedures preferred.
6. Specific skill-based competencies, such as operating standard office equipment, planning and managing projects, preparing and maintaining accurate records.
7. Flexibility to work independently with others in a wide variety of circumstances.
8. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
9. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, and conforms to safety standards as prescribed.
11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with district and 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 NCSD 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.

Approved by: _____

Superintendent

9/16/24

Date



Nye County School District

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP
Director of Human Resources/Title IX Coordinator
Nye County School District
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300
title9coordinator@nyeschools.org

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to title9coordinator@nyeschools.org.

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

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 in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

Americans with Disabilities Act

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick
Director of Special Education/Section 504 Coordinator
Nye County School District
Special Education Support Services
484 S. West St., Pahrump, NV 89048 · 775-751-4015