

# Shania Kids Can (SKC) – Program Leader

## Position Details

Class Code: 4202

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction from the principal and the Shania Kids Can (SKC) Executive Director, responsible for the daily operation, coordination, and delivery of the SKC program.

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## Essential Duties and Responsibilities

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

1. Oversees all aspects of the SKC program to ensure that all students participating have support as needed during their school day including, but not limited to: food preparation, assistance with hygiene, tutoring, in-class academic support, and other duties relative to the well-being of each student.
2. Monitors expenditures of the SKC grant budget.
3. Monitors program data (collection and entry), attendance, and outcomes.
4. Maintains a safe and secure site with emergency information and procedures as defined by the Clark County School District.
5. Facilitates ongoing communication with SKC staff, program administration, school administration, teachers, students, parents/guardians, other staff, and community partners.

6. Prepares online complex reports, as directed.
  7. Suggests and initiates decisions to improve workflow.
  8. Promotes public relations; deals tactfully and diplomatically with people.
  9. Determines procedures for handling unique problems.
  10. Interprets, explains, and applies written and verbal instructions, procedures, and regulations.
  11. Prepares correspondence, explains material being sent, answers requests, and completes forms, as assigned.
  12. Develops procedures for obtaining information from employees, records, or observation.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex clerical and programming tasks requiring substantial judgment and analytical ability.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Demonstrates an understanding of SKC grant, grant objectives, and program procedures/goals.
2. Knowledge of District operations in relation to division/department.
3. Knowledge of business machines, office equipment, and recordkeeping/accounting.
4. Ability to create original reports, correspondence, and procedures.
5. Ability to promote public relations and deal tactfully and diplomatically with people.
6. Ability to plan, oversee, and coordinate work of several others in terms of task-related needs.
7. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to perform editorial checking for spelling, punctuation, and grammar.
10. Ability to concentrate on accuracy of details.
11. Ability to determine procedures for handling unique problems.
12. Ability to cooperate with management, staff, and the public.

13. Ability to recognize and report hazards and apply safe work methods.
  14. 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 Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of post-high school general education coursework from an accredited college or university, plus one (1) year of experience in a school or community setting; or,  
Three (3) years of clerical experience in a school or community setting involving public contact.

### **Licenses and Certifications**

1. A valid driver's license or state-issued identification card.
2. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses are not accepted.

### **Preferred Qualifications**

Fluent in English and Spanish.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  3. College transcript(s) from an accredited college or university, if applicable.
  4. Current CPR/AED certificate, as indicated above. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities, schools, and department offices.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force up to 10 lbs., occasionally.

### **Physical Demand**

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

### **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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### **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: 05/23/23
- Created: 09/10/19