

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR V – COMMUNITY INVOLVEMENT

QUALIFICATIONS:

- (1) High School Diploma supplemented with College level course work in communication skills or related training
- (2) Considerable knowledge of principles, policies and practices, sufficient to permit independent performance of duties with minimal supervision.
- (3) Five (5) years of successful work experience to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of recruiting, training, placement and evaluation of volunteers from the community. Organizational skills in facilitating several activities simultaneously. Ability to work independently for supervisory approval. Ability to perform at speaking engagements. Ability to rearrange schedules and/or exhibit flexibility in organizational skills. Ability to maintain flexible work hours, which may require evenings and weekends. Knowledge of public relations techniques.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To enhance the learning opportunities for students through the assistance of parents, school volunteers, mentors and partners in education.

SUPERVISES:

Administrative Secretary I
Youth Motivator Coordinator
Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- *(1) Plan, coordinate, implement and/or maintain the School Volunteer Programs.

COORDINATOR V – COMMUNITY INVOLVEMENT (Continued)

- * (2) Assure school, student, staff, volunteer safety through volunteer applicant screening for guilty plea(s) and conviction(s). Maintain integrity of volunteer approval database.
- * (3) Use technology effectively.

Communication

- * (4) Provide the general public with information regarding the various aspects of volunteer programs.
- * (5) Interact with members of the community.
- * (6) Communicate effectively orally and in writing.
- * (7) Use effective communication strategies to interact with a variety of audiences.

Proactive Orientation

- * (8) Accept responsibility for annual program evaluations.
- * (9) Recruit volunteers for schools and community agencies and school volunteers for the School Volunteer Program.
- * (10) Develop business and community partnerships.
- * (11) Exercise proactive leadership in promoting the vision and mission of the District.
- * (12) Recruit, train and place volunteers from the military.
- * (13) Promote and secure community involvement as required by the programs.

Critical Thinking

- * (14) Plan and prioritize daily activities.
- * (15) Recommend program modification based on the results of evaluation.

Continuous Improvement

- * (16) Set high standards and expectations for self and others.
- * (17) Provide, organize, and implement staff development in accordance with program needs and requirements.
- * (18) Keep abreast of laws, regulations, and policies in assigned area of responsibility.
- * (19) Assist school and District staff in keeping abreast of issues and requirements in assigned area.
- * (20) Keep abreast of trends, developments, and program changes related to assigned responsibilities.

Facilitation

- * (21) Promote and secure parent and community involvement in schools and community agencies.
- * (22) Use appropriate interpersonal skills and methods to guide individuals and groups toward task accomplishment.
- * (23) Facilitate problem-solving.

Managerial

- * (24) Coordinate the program equipment inventory process.
- * (25) Review and approve program expenditures of materials, equipment, staff travel, and consultant services
- * (26) Supervise preparation of or prepare and maintain all required reports.
- * (27) Manage the programs' budget.
- * (28) Maintain proper records of volunteers and partners in education programs, including annual report to the Florida Department of Education.

COORDINATOR V – COMMUNITY INVOLVEMENT (Continued)

- *(29) Plan workshops for training effectively utilizing the services of parents, volunteers, teachers and partners in education.

Constancy of Purpose

- *(30) Plan volunteer recognition activities.
- *(31) Serve on committees, councils, and/or task forces.
- *(32) Exhibit support for the District's vision, mission, goals, and priorities.
- *(33) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- *(34) Make and share decisions in a timely manner.
- *(35) Respond immediately to emergency situations.
- *(36) Act quickly to resolve personnel/volunteer placement problems.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 1

***Essential Performance Responsibilities**

Professional Salary Schedule – Pay Grade 12

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002