

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: School/Community Partnership Coordinator

Reports to: Communications Director

POSITION SUMMARY

Manages and oversees programs offering District Stakeholders and Constituents an opportunity to assist and support District Operations: Volunteer Program, Senior Employee Program, District Advisory Committee, and Parent University.

ESSENTIAL DUTIES & RESPONSIBILITIES

- M 25% Oversee the recruitment, hire, training, and placement of over 100 coordinators/trainers/senior employees into appropriate assignments and locations. Work with site Administrators in the review of volunteer opportunities and needed qualifications.
- D 5% Act as program advocate and liaison among community leaders, local, state, and federal stakeholders, and District administrators.
- D 15% Analyze and recommend program support needs for District stakeholders including, clarification of program direction, ensuring accountability processes are in place, and monitoring committee effectiveness.
- M 15% Develop training material, public relations documents, program evaluation reports, survey instruments, articulation agreements, and other written communiqué for enhancing/promoting the school-community partnerships.
- D 20% Perform long-range planning strategies, including budget preparation and monitoring, determining staffing needs, monitoring Colorado statute accountability measures, and Colorado Department of Education trends in support of school/community partnerships.
- M 10% Manage Parent University, including course offerings, instructor hires, curriculum reviews, registration, and distribution of course books if necessary. Responds to questions/concerns throughout class semester.
- A 5% Organize and deliver year-end recognitions to individual and program successes.
- 5% Perform other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Business/Public Relations or related field of study, or equivalent experience and training.

MINIMUM EXPERIENCE

One year experience in non-profit/community outreach administration; K-12 public education administration, preferred.

One year experience in curriculum/program evaluation.

SKILL REQUIREMENTS

Computer applications skills: Microsoft Office

Basic Accounting skills.

Problem solving, organizational, & analytical skills.

Excellent verbal and written communication skills

Excellent customer service skills

GENERAL EXPECTATIONS

Is flexible.

Has the ability to work cooperatively with supervisors and co-workers.

Has the ability to understand and follow complex oral and written instructions.

Has the ability to perform responsibilities without the necessity of close supervision.

Has the ability to effectively communicate with the school district community.

Maintains a generally positive attitude.

Observes all District policies and procedures.

LICENSES OR CERTIFICATION - Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to twenty (20) pounds

Occasional bending, stooping, walking, standing, kneeling, squatting, and reaching

SUPERVISORY DUTIES

- ◆ Direct supervision of up to three Classified support staff;
- ◆ Indirect supervision of up to 200 volunteer coordinators and senior employees assigned to individual schools

WAGE SCHEDULE – Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.