

**SCHOOL DISTRICT OF ALACHUA COUNTY**

**COORDINATOR -- SCHOOL VOLUNTEER/  
BUSINESS PARTNERSHIP PROGRAMS**

**JOB DESCRIPTION**

<b>JOB CODE:</b>	630740	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	11
<b>CONTRACT CODE:</b>	05	<b>SALARY SCHEDULE:</b>	Administrative

**QUALIFICATIONS:**

- (1) Bachelors degree from an approved accredited educational institution;
- (2) Minimum of three (3) years experience successful experience in public school administration or volunteer program operations; or
- (3) An equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated competence in planning, organizing and managing program components and resources. Demonstrated ability to work with community agencies and businesses, parent groups, school-based personnel and district administrators. Effective communication and interpersonal relationship skills. Extensive knowledge of and broad-based involvement in the community.

**REPORTS TO:**

Superintendent, Deputy -- Curriculum and Instructional Services

**JOB GOAL**

To effectively involve parents, businesses and the community in cooperative efforts with education professionals to enhance learning experiences, increase resources and meet the needs of individual students.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop and implement county-wide School Volunteer and Business Partnership Programs.
- \* (2) Work with teachers and administrators to assess needs that may be met by volunteers or business partnerships.
- \* (3) Actively recruit volunteers and business partners to meet identified needs.
- \* (4) Provide, training, materials and assistance for school level volunteer coordinators and partnership coordinators.
- \* (5) Provide training for school staff and volunteers as needed.
- \* (6) Provide recognition for volunteers and business partners.
- \* (7) Keep records and conduct program evaluations.
- \* (8) Manage program budget.

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- \* (9) Interact with business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (10) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (11) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \* (12) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (13) Be knowledgeable of and adhere to Board Policies.
- \* (14) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- \* (15) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (16) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- \* (17) Monitor district compliance with applicable codes, rules and statutes.
- \* (18) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (20) Attend meetings and conferences to promote professional growth and benefit the District.
- \* (21) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (22) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- \* (23) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (24) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- \* (25) Respond to inquiries and concerns in a timely manner.
- \* (26) Model and maintain high ethical standards.
- \* (27) Adhere to applicable safety standards.
- \* (28) Follow attendance, punctuality and proper dress rules.
- \* (29) Maintain confidentiality regarding school/workplace matters.
- \* (30) Serve on school/district, state or community councils or committees as assigned or appropriate.
- (31) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### 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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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**EVALUATION:**

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

**Job Description Addendum No. 11**

Adopted: 7/20/10