

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- SCHOOL VOLUNTEER PROGRAM

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	Yes
PAY GRADE:	24	SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful clerical experience.
- (3) Experience in volunteer services, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the organization, operation, programs and goals of the department. Knowledge of office practices and procedures. Knowledge and skill in basic office equipment. Ability to gather information and prepare reports. Ability to conduct orientation and training programs. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Skill in use of computer applications.

REPORTS TO:

Coordinator -- School Volunteer/Business Partnership Programs

JOB GOAL

To provide effective and efficient clerical/operational support for the Community Resource Program and the School Volunteer Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform clerical and operational support for the Community Resources Volunteer Program and for the School Volunteer Program.
- * (2) Perform the following duties for the Community Resources Volunteer Program: maintain file of available speakers, prepare topic directories for schools, arrange for resource speakers as requested by teachers, process confirmation of speaking arrangements.
- * (3) Provide information regarding departmental programs to schools, other departments, government and community agencies, media, general public and parents.
- * (4) Assist district staff, school administrators, and parent groups in finding community resources as needed.
- * (5) Maintain records of community resource volunteer participation at each school.
- * (6) Assist with orientation and training of school-level volunteer coordinators.
- * (7) Develop relationships within the community and perform continuous recruitment of community volunteers.

SPECIALIST -- SCHOOL VOLUNTEER PROGRAM (Continued)

- * (8) Serve on school/district committees as required or appropriate.
- * (9) Adhere to applicable safety standards.
- * (10) Attend all staff meetings and workshops.
- * (11) Assist with maintaining a clean and orderly environment.
- * (12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (13) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Demonstrate support for the school district and its goals and priorities.
- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Maintain expertise in assigned area.
- * (21) Manage time efficiently.
- * (22) Model and maintain high ethical standards.
- * (23) Participate in cross-training activities as required.
- * (24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (25) Prepare all required reports and maintain updated and accurate records.
- * (26) Represent the District in a positive and professional manner.
- * (27) Respond to inquiries and concerns in a timely manner.
- (28) Perform other duties as assigned.
- * (29) May be required to work beyond the 40-hour week.

**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.

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 8/2/11