

SCHOOL DISTRICT OF ALACHUA COUNTY**SPECIALIST -- BUSINESS PARTNERSHIP****JOB DESCRIPTION**

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY 27 **SALARY SCHEDULE:** Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) Bachelor's Degree from an approved accredited educational institution;
- (2) Minimum of two (2) years experience in marketing and/or public relations or solicitation; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of District policies and practices, including school-business partnerships. Ability to establish and maintain effective working relationships with agencies, businesses, school-based personnel and district staff. Ability to plan, organize and manage program components and resources. Ability to communicate effectively both orally and in writing. Skill in computer applications. Ability to take initiative and exercise independent judgment.

REPORTS TO:

Coordinator -- School Volunteer/Business Partner Program

JOB GOAL

To expand student learning experiences, increase resources and promote effective involvement of parents, business partners and the community in cooperative ventures with education professionals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop and implement educational partnerships between area businesses/organizations and the District.
- *(2) Develop promotional materials to solicit business and community participation.
- *(3) Locate community resources to meet identified needs.
- *(4) Assist with partnership activities as needed.
- *(5) Produce program communications and publications.
- *(6) Maintain records of program activities.
- *(7) Conduct evaluation of programs and prepare reports.
- *(8) Provide recognition for program participants.
- *(9) Assist in general operation of School Volunteer Program.
- *(10) Make small and large group presentations about the business partnership program.
- *(11) Serve on school/district committees as required or appropriate.
- *(12) Adhere to applicable safety standards.

SPECIALIST -- BUSINESS PARTNERSHIP (Continued)

- *(13) Attend all staff meetings and workshops.
- *(14) Assist with maintaining a clean and orderly environment.
- *(15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.
- *(19) Demonstrate support for the school district and its goals and priorities.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Follow attendance, punctuality and proper dress rules.
- *(22) Maintain confidentiality regarding school/workplace matters.
- *(23) Maintain expertise in assigned area.
- *(24) Manage time efficiently.
- *(25) Model and maintain high ethical standards.
- *(26) Participate in cross-training activities as required.
- *(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(28) Prepare all required reports and maintain updated and accurate records.
- *(29) Represent the District in a positive and professional manner.
- *(30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.
- *(32) 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