



COORDINATOR, SCHOOL/COMMUNITY PARTNERSHIPS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Community Engagement, the position is responsible for exploring and utilizing all community resources to benefit schools and students to enhance academic achievement.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Establish new and strengthen existing community relationships through mentorships, partnerships and volunteerism.
- Develop and facilitate presentations and other materials for marketing the various community programs.
- Identify and coordinate community and education partnerships that match resources with school division program needs; administer and plan the utilization of funds available for programs.
- Establish and maintain standard practices and procedures for receiving, managing, accounting and processing requests related to programs.
- Prepare an annual report summarizing the evaluations of newly created partnerships, the progress of those underway and the significance of those being planned.
- Compile and maintain electronic records and reports on results of all programs and disseminate this information as appropriate.
- Coordinate division-wide special events for community partnership, mentor and volunteer programs.
- Provide support for annual or special events or other projects as required.
- Train and support Community Engagement Liaisons (CELs) to establish and strengthen partnerships for their schools.
- Collaborate with Community Engagement Liaisons (CELs) to obtain information, data and application forms necessary to document new partnerships, mentorships and volunteerism.
- Prepare state-mandated reports related to volunteerism and community partners.
- Foster a customer-service environment.
- Serve as the school division’s liaison with community groups, including the PTA, business community and other groups.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of school division objectives, procedures, methods and organization; and a thorough knowledge of the principles, practices and procedures of media, public and community relations. Must have excellent oral and written communication skills. Must have the ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to work under time constraints; ability to establish and maintain effective working relationships with school officials, school administrators, School Board, associates, community representatives and the public.

EDUCATION AND EXPERIENCE

Master’s degree in education, public relations or a related field preferred. Prior experience in establishing partnerships between education and community organizations preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: Rev.6/10, 7/16, 5/18
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