

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF COMMUNITY EDUCATION

**QUALIFICATIONS:**

- (1) Bachelors degree or higher from an accredited educational institution.
- (2) A valid Florida teacher's certificate.
- (3) Minimum of three years successful instructional and/or administrative experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated skill in effective written and oral communication. Ability to organize and prioritize. Ability to interact effectively with a variety of groups and personalities. Knowledge of media, the community, and the school system. Skills in budgeting and record-keeping. Ability to use a personal computer.

**REPORTS TO:**

Deputy Superintendent  
Director of Applied Technology, Adult, and Community Education

**JOB GOAL**

Build community, parent and employee support for the mission, goals, and programs of the school district and the schools through a coordinated, comprehensive community relations/community involvement program.

**SUPERVISES:**

Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

Direct and coordinate the planning, implementation, articulation, and evaluation of the following programs:

- (1) Partners for Excellence in Education
- (2) School and district volunteer program
- (3) School Foundations
- (4) Partnership Grants
- (5) Teacher Quest Grants
- (6) Awards
- (7) Student Incentive Programs
- (8) Community Education
  - Extended Day
  - Short Courses
  - Summer Enrichment
  - Workplace Programs
  - Community Education Events and Activities

**Board Approved September 21, 1999**  
**Amendment Board Approved April 15, 2003**  
**Amendment Pending Board Approval December 16, 2008**

## **COORDINATOR OF COMMUNITY EDUCATION (Continued)**

- (9) Coordinate School/Community Relations program to help achieve School Improvement goals.
- (10) Coordinate the school system's efforts to establish and maintain positive community relations. Assist in recommending, implementing, and monitoring the school board's policies for school/community relations and public information.
- (11) Develop, recommend, plan and implement policies, goals, procedures and plans related to district-wide school/community relations, public support of programs and needs of the schools. Involve the community, parents, volunteers, School Advisory Council members, and Partners for Excellence in Education in school programs.
- (12) Develop and recommend to the Superintendent and the school board policies, procedures, and plans regarding community relations and public information. Coordinate and monitor the implementation and consequences of those policies and procedures.
- (13) Take responsibility for the coordination of information and its release to the public and the news media. Serve as the DOE Public Information Officer contact.
- (14) Direct the development, design, production, and distribution of district wide and school public information materials, including newsletters, booklets, brochures, pamphlets, annual reports, the School Public Accountability Report, and certain promotional materials.
- (15) Plan and coordinate special activities, projects, and programs within the school system and with outside agencies and organizations.
- (16) Represent the school system as the liaison with community agencies and organizations as requested by the Superintendent or his designee and the school board.
- (17) Provide support services to school and district administrators, faculty, and support staff regarding school/community relations and public information, including inservice training and advice and assistance in planning, implementing, and monitoring a school/community relation plan.
- (18) Maintain communication with other school districts, the Department of Education, and professional associations related to school/community relations.
- (19) Develop agreements between community agencies, schools, and the district office.
- (20) Develop and monitor a budget for the School/Community Relations Office.
- (21) Coordinate fund raising activities to enhance education.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Other duties assigned by the immediate administrator or supervisor.

### **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:**

Approved Unit Compensation plan, Instructional Salary Schedule  
196 days  
7.75 hours per day

### **EVALUATION:**

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

**Board Approved September 21, 1999  
Amendment Board Approved April 15, 2003  
Amendment Pending Board Approval December 16, 2008**