



POSITION DESCRIPTION

JOB TITLE: School Resource Coordinator	
Job Class:	
DATE	Office of Innovation Research
Pay Schedule:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Range: \$	
Management Approval:	
POSITION SUMMARY and PURPOSE: The School Resource Coordinator will drive, develop, and implement the community school effort in conjunction with the building administrator.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Works collaboratively with school principal to drive, develop and implement the community school effort.
2. Conducts needs assessments to determine the needs of the school, students and community.
3. Coordinates new and existing community programs to enhance the educational, physical and social needs of students and community.
4. Ensures that all programs, supports, services and opportunities are fully aligned with previously defined outcomes and results.
5. Plans events for school and community outreach.
6. Develops relationships with school staff, community partners, parents, students and other key stakeholders in order to ensure success of the community school model.
7. Maintains accurate records and files related to all community partners.
8. Serves as resources for on-going information-gathering and problem-solving within the school community.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.) Bachelor's degree in communications, education, public administration, or social sciences is preferred. An advanced degree is desired.

Experience Requirements Minimum three years' experience in similar field

Knowledge, Skills, and Abilities Strong oral and written communication skills, ability to work in diverse community with individuals with varying skillsets, ability to network with multiple community partners and organizations, strong organizational skills

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.