

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>COMMUNITY EDUCATION COORDINATOR</b>	2.8.2
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by coordinating the community education program of an assigned school or department by assessing community needs and planning, implementing, coordinating, monitoring, communicating and evaluating activities and services in school facilities and in the community.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

NOTE: Actual job duties may vary based on school/department and/or function.

Coordinating community use of school facilities at school sites; plans, updates and maintains computerized master facility schedules, communicates directly with facility users and facility administrators regarding events, costs, problems and building supervision.

Developing, implements, and evaluates educational activities and programs for community members of all ages; assesses community needs; develops and monitors program budgets.

Recruiting, hiring, training, directing and assisting in evaluation of hourly instructional and support personnel.

Coordinating programs and services with other agencies and organizations.

Facilitating citizen involvement in the school and the community; attending and participating in community groups and activities; developing community interest in activities.

Integrating community resources into the school curriculum; developing and updating files of available resources; serving as a resource for schools and the public; assisting with recruiting and training volunteers.

Serving as a liaison between the District and community boards and committees; providing technical assistance to committees.

Promoting projects and programs to the community; developing and distributing program information; responding to questions regarding programs and the District.

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Developing and delivering community presentations and trainings as necessary.

Assisting with grant writing as necessary.

Preparing correspondence, reports and required documentation.

Assigning work to clerical assistants and building supervisors in the area.

Performing District and community-wide roles and responsibilities as assigned.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles and practices of organization and coordination of school and community programs, activities and facilities.

Principles and practices of planning, needs assessment, management, problem solving, employee hiring and supervision, group process, and evaluation.

Educational programs and community resources.

Principles and methods of community organization.

**Ability to:**

Plan, supervise, assess and evaluate community education programs and services, and implement changes in methods and techniques

Recruit, encourage, and promote citizen participation

Recruit, hire, train, supervise and evaluate staff and volunteers

Analyze problems and implement developed plans and procedures

Develop and monitor program budgets

Assess and evaluate community needs and resources and develop and implement programs to meet these needs

Maintain accurate records for program, personnel, and budget

Maintain a flexible work schedule that may necessitate evening or weekend work

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Establish and maintain effective working relationships with those contacted in the course of work

Operate a computer to enter and retrieve data, maintain records, and generate documents.  
Operate various office machines

Communicate clearly and concisely, both orally and in writing

Must have reliable transportation to travel to various district sites.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of progressively responsible experience in assessing community education needs and in community education program development or closely related field.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in community development, education, early childhood education, recreation or a related field.

**Work Environment:**

Climate controlled office settings and travel to various district sites. Exposure to minimal noise intensity levels.

High level of contact with District staff and outside agencies/community depending on assignment/location.

**Physical Requirements:**

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary-Light – Exert force to 15 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Community Education Coordinator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_