

JOB TITLE
SPECIAL ASSISTANT
TO THE SUPERINTENDENT

DIVISION
ADMINISTRATION

REPORTS TO
SUPERINTENDENT

SALARY SCHEDULE & GRADE
I I, GRADE 14

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 29, 2009

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the Resource Development, Volunteer Talent Center and Business Partnership departments; assumes responsibility for advising the superintendent in the area of working with businesses and industries; communicating with businesses, non-profit organizations, and faith-based groups both locally and nationally; assists in marketing to and engaging under-represented populations and groups in the work of the district.

PERFORMANCE RESPONSIBILITIES

1. Advises the superintendent in the area of communicating effectively with local and national businesses, non-profit organizations and community groups.
2. Supervises and provides leadership to the Resource Development, Volunteer Talent Center and Business Partnership departments.
3. Crafts effective non-traditional communications strategies to engage local business and community organizations.
4. Serves as a liaison between the superintendent and the business community and various community initiatives, faith-based groups and other underrepresented groups.
5. Researches and identifies grants and other resources to support Vocational School-to-Career magnets, and the Student Assignment Plan magnets, as well as resources to support other district initiatives.
6. Serves as an advisor to various entities in the district that interact with local businesses and community organizations.
7. Assists with training and in-service in the area of working effectively with underrepresented populations and community organizations.
8. Prepares business and community reports for the superintendent and the senior cabinet.
9. Serves as an advisor to underrepresented community groups to assist in their efforts to interact effectively with the district and local schools.
10. Performs other duties as assigned by the superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and specialized training in the area of assignment
2. Five (5) years of successful experience in business and industry, and economic development
3. Demonstrated experience at the management and supervisory level
4. Demonstrated experience in developing grants and working with philanthropic organizations

DESIRABLE QUALIFICATIONS

1. Demonstrated ability to communicate effectively with diverse communities, for-profit and non-profit organizations and governmental agencies
2. Experience in working with low-income and various minority communities
3. Demonstrated abilities in niche marketing, marketing research and analysis