

JOB TITLE
SPECIALIST COMMUNITY SUPPORT

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
I I/IV, GRADE 9

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 14, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for developing and implementing assigned programs including Neighborhood Place, AmeriCorp and Title V; represents the district with staff and outside organizations as assigned to address program needs.

PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains on-going communication with community agencies and organizations to further education.
2. Coordinates Title V Home School Coordinator positions.
3. Provides leadership for Title V staff to enhance student achievement, increase attendance, decrease dropout rate, decrease the suspension rate, and engage in parental involvement.
4. Prepares and/or assists in preparation of reports and records for the district and state and federal governments.
5. Maintains the Title V budget.
6. Provides guidance for Title V "Parent Workshops" to enhance opportunities for parents to become aware of resources to assist their children in school.
7. Oversees the budget and staff for the AmeriCorps Program.
8. Serves as the District's primary staff liaison with Neighborhood Place.
9. Oversees all funding allocated to Neighborhood Place.
10. Performs other duties as assigned by the designated supervisor.

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
2. Experience in governmental relations
3. Experience in community development

DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Successful experience in area of research methods and strategies

090914
03084