

Hobbs Municipal Schools Job Description

POSITION: Coordinator of Community Partnerships

GENERAL RESPONSIBILITIES

The position is responsible for exploring and utilizing all community resources to benefit schools and students to enhance academic achievement.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Establish new and strengthen existing community relationships through partnerships, mentorships, and volunteerism.
2. Develop and facilitate presentations and other materials for marketing the various community programs.
3. Identify and coordinate community and education partnerships that match resources with school division program needs; administer and plan the utilization of funds available for programs.
4. Establish and maintain standard practices and procedures for receiving, managing, accounting and processing requests related to programs.
5. Prepare an annual report summarizing the evaluations of newly created partnerships, the progress of those underway and the significance of those being planned.
6. Compile and maintain electronic records and reports on the results of all programs and disseminate this information as appropriate.
7. Coordinate division-wide special events for community partnership, mentor and volunteer programs.
8. Provide support for annual or special events or other projects as required.
9. Prepare state-mandated reports related to volunteerism and community partners.
10. Foster a customer-service environment.
11. Serve as the school division's liaison with community groups, including the PTA, business community and other groups.
12. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have a thorough knowledge of school division objectives, procedures, methods and organization; and a thorough knowledge of the principles, practices and procedures of media, public and community relations. Must have excellent oral and written communication skills. Must have the ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to work under time constraints; ability to

establish and maintain effective working relationships with school officials, school administrators, School Board, associates, community representatives and the public.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in education, public relations or a related field preferred. Prior experience in establishing partnerships between education and community organizations preferred.
2. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

1. Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

1. Possession of a valid driver's license
2. Regular and reliable attendance is an essential function of this position.

WORK ENVIRONMENT:

1. Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required.
2. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.
3. Safety and Health Requirements:
4. Blood borne Pathogens Standard Training
5. Child Abuse/Substance Abuse Workshop
6. Equipment/Material handled:
7. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

TERMS OF EMPLOYMENT:

1. Salary and work year to be established by the Board.
2. Contract renewal contingent upon award of the SSAE Grant