

NEW: Submitted:
07/01/2022 06/01/2022

JOB TITLE:	COORDINATOR SCHOOL CHOICE OUTREACH
DIVISION	ACADEMIC SCHOOL DIVISION
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes responsibility for providing community outreach services, supporting marketing/recruitment, technical assistance, and training in the School Choice application process. This position will work collaboratively with schools and community partners to address removing barriers for families to increase applications.

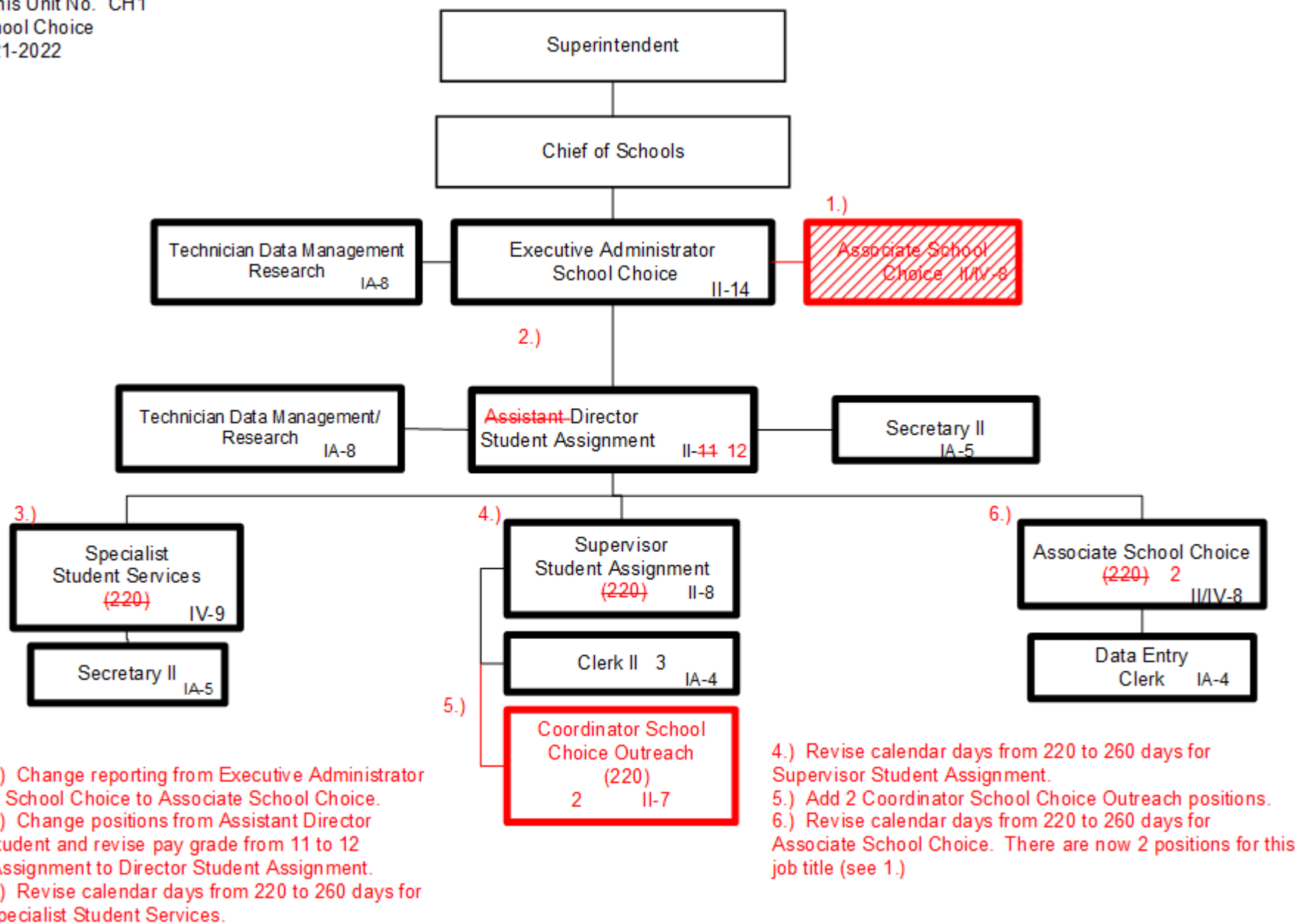
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with District in developing and implementing family outreach and support services to provide assistance with the JCPS application process
Provides training and support to school staff and community stakeholders to engage families in the application process
Conducts outreach to prospective and current families and support District and school staff in recruitment activities
Meets with District staff regularly to monitor the effectiveness of services
Coordinates with Communications to develop brochures, social media, and other marketing materials
Collaborates with ESL and Language Services to ensure that marketing and communications materials are accessible to families
Maintains accurate records on the outreach efforts and coordinates and prepares accurate records on recruitment goals
Utilizes data to identify targeted areas for recruitment and evaluates the effectiveness of the program
Coordinates and monitors projects, events, and recruitment activities for the District
Maintains a calendar of outreach and recruitment activities, community events, and other promotional activities
Performs other duties as assigned by supervisor
Completes all training and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree in area of responsibilities
Three (3) years of experience in area of assignment
Effective communication skills with diverse groups

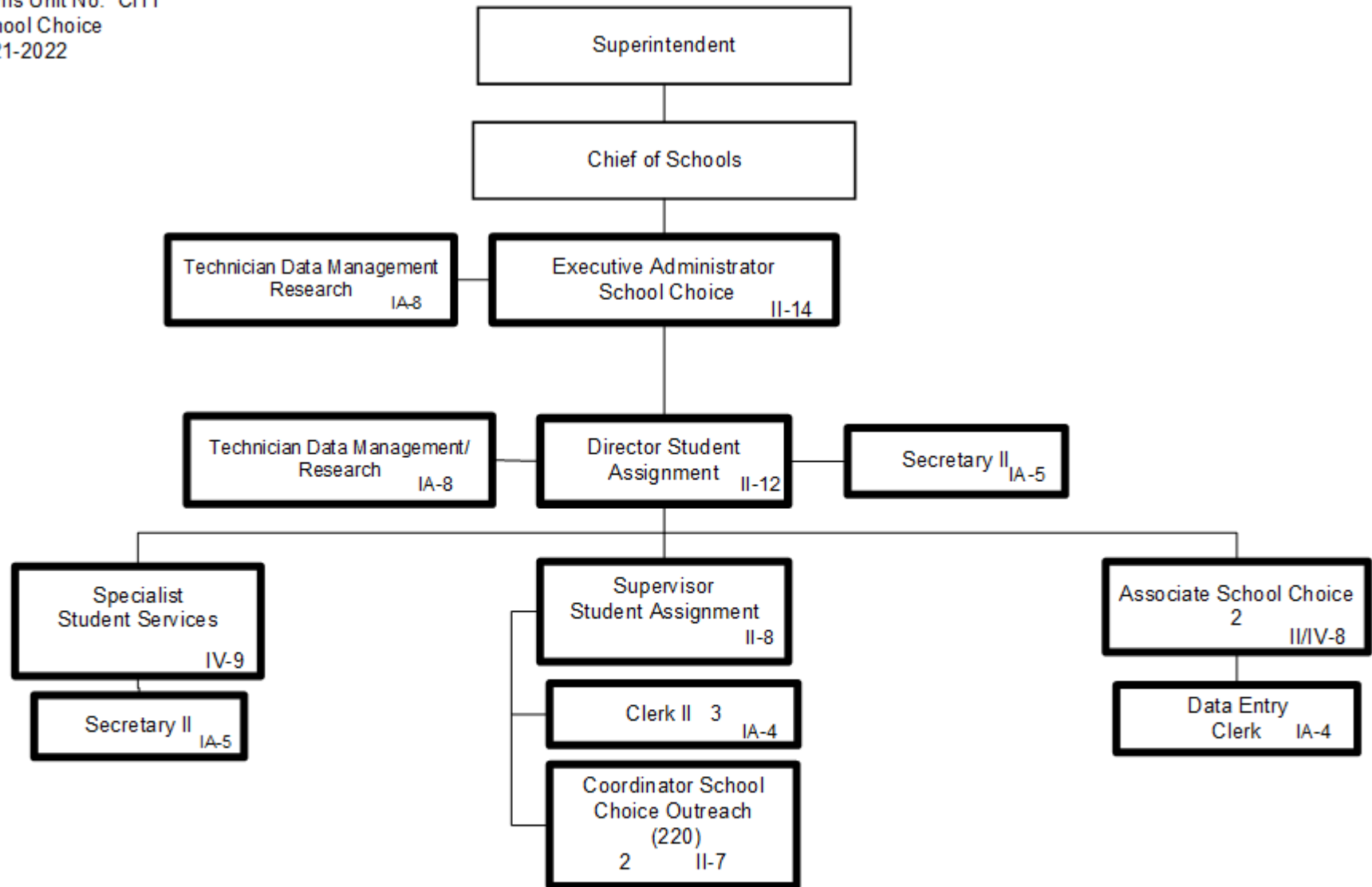
DESIRABLE QUALIFICATIONS
Experience in working with families from various backgrounds and cultures

Experience in working with community organizations and agencies
Experience in a diverse workplace



Summary:

General Fund Positions: ~~44~~ 16
Categorical Fund Positions: 0



Summary:

General Fund Positions: 16
Categorical Fund Positions: 0