

Amazing Shake Coordinator (Community Schools Grant)

Classified Position -

<u>Salary</u> \$22.00/hour per Community Schools Grant	<u>Days</u> TBD	<u>Reports to:</u> Wendy Gamblin, Director of Community Schools Grant
--	--------------------	---

SCOPE OF RESPONSIBILITIES

Develop programming and instructional sessions for students to assist them in learning and developing professional qualities in order to become a productive citizen.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Design and develop sessions around the essential program requirements of The Amazing Shake
2. Recruit business and industry professionals to participate in various program sessions
3. Develop and implement mini instructional lessons on professionalism
4. Order required supplies and materials
5. Prepare and provide afternoon snacks
6. Maintains regular and predictable attendance
7. Adheres to the professional code of ethics
8. Successfully utilizes technology as appropriate in job function
9. Perform related duties as assigned

ABILITY TO:

- Demonstrate professional in interactions and demeanor
- Prepare, plan, and execute special events and activities related to The Amazing Shake program
- Observe health and safety regulations
- Understand and follow oral and written directions
- Communicate effectively

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. A minimum of 48 college credit hours or a passing score on the Kentucky Paraeducator exam
3. Minimum of 3 years work experience with the community

Draft 09/23/2024