

Russellville Independent Schools

JOB DESCRIPTION

Position Title: Coordinator I (Community Education/Outreach Coordinator)

Exempt ☐ Non-Exempt ☒

Job Class Code: 7476

School/Department: Central Office

Reports to: Superintendent and/or designee

Approved by: RIS Board of Education

Summary

Plans, organizes, implements, and coordinates a project, program, or activity having limited overall impact on the district and requiring limited variety of standard practices and procedures. Responsible for the daily outreach and community marketing of Russellville READs 2.0.

Essential Duties & Responsibilities

- Plans, organizes, implements, and coordinates a project, program, or activity (i.e., Community Education).
- Evaluates staff as assigned involved in activities having limited overall impact on the district.
- Develops, establishes, or administers a project, program, or activity.
- Serves as liaison with other units, departments, or outside agencies as required.
- Makes recommendations regarding implementation of project, program, or activity and evaluates effectiveness as assigned.
- Maintains communication and works closely with district staff, local school staff, and the community regarding information, developments, and implementation of project, program, or activity.
- Prepares and assists in preparation of reports, records, and other documentation as required.
- Accumulates and researches data, documents, and other pertinent information as required.
- Assures compliance with federal, State and District policy, administrative procedures, and negotiated agreements as applicable to assignment.
- Prepares, delivers, or assists with training opportunities as appropriate.
- Provides administrative assistant support and other job related duties as assigned.
- Expands the map throughout the project to include new initiatives (e.g., bookmobile, pediatric literacy, etc.).
- Creates, in collaboration with the District Literacy Team, marketing events for area business and industry to meet more parents (e.g., lunch-time info sessions, registrations, etc.).
- Establishes weekly community events at businesses, media outlets, etc.
- Finds and establishes relationships with daycare centers and preschools, working with owners/operators to determine their needs.

Required Knowledge & Abilities

Knowledge of:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter, and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules, and regulations related to assigned activities.
- Policies and objectives of assigned programs and activities.

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- Interpersonal skills using tact, patience, and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty (i.e., Community Education).

Ability to:

- Provide leadership to an activity having limited overall impact on the district requiring limited variety of standard practices and procedures.
- Provide technical assistance to district and school personnel in area of proper specialty (i.e., Community Education).
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Maintain current knowledge of technological advances in the field (i.e., Community Education).
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
- Requires a high level of physical endurance to meet the demands of extended workdays (coverage of building activities and extra-curricular activities, etc.).
- Requires the ability to handle and balance multiple demands at the same time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this environment is quiet to loud depending upon the activity in the particular part of the workday.

Education and/or Experiences

- Any combination equivalent to a high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Licenses and Other Requirements

- None