



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Community Outreach Coordinator</b>
<b>SCHOOL/DEPARTMENT</b>	Communications
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Chief Communications Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; some evenings and weekends as necessary
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Community Outreach Coordinator performs effective, innovative and responsible professional work to support the overall planning and programming efforts of the Orange County Schools Parent Academy. Work involves collaborating with community organizations and faith-based groups to plan innovative, out-of-the box parent/family programs and curriculum; developing and providing training, information and support to school-based and community-based groups and facilitating program offerings to diverse parents, families and community groups.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of parent/family training, information, and resources
- Considerable knowledge of adult education principles, and effective outreach and engagement of diverse groups and individuals
- Considerable knowledge of culturally relevant and sensitive parent/family curriculum and practices

- Considerable knowledge of relationship-building strategies and tactics, particularly with wide variety of stakeholders and opinion leaders, from grassroots organizations/individuals to elected officials and business/community leaders
- Considerable knowledge in supervising and coordinating programs and events
- Considerable knowledge of and sensitivity to cultural differences among individuals and groups of persons
- Ability to assess and improve ways in which the district, parents/families, businesses and the community interrelate
- Ability to set high-level goals and develop and execute long range plans effectively
- Ability to develop, implement and evaluate parent/family programming for diverse audiences including workshops, classes and conferences
- Ability to build parent/community engagement in Academy programs and services
- Ability to select appropriate instructional materials and resources for online and broadcast use by parents/families
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Ability to communicate effectively orally and in writing and to make effective presentations to various size audiences
- Ability to plan and manage budgets appropriately and maintain fiscal records in accordance with Board policies and procedures, relevant laws and regulations
- Ability to establish and maintain effective working relationship

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree from an accredited institution
- At least three (3) years of progressively responsible experience in administrative work, including office/project management, finance, public contact, education administration, or any equivalent training
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Five (5) to seven (7) years of program coordination experience, or any equivalent combination or training and experience that provides the required knowledge, skills and abilities
- Bilingual in English and Spanish

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Arrange, coordinate, and execute the delivery of programming through the OCS Parent Academy
2. Triage communications as frontline representative for School-Community Relations (SCR) Department
3. Serve as point of contact for department specific disbursement of information to community and stakeholders

4. Assist with planning and developing programming opportunities for key community partners including, but not limited to, faith-based organizations, grassroots groups, parents, business leaders, and elected officials
5. Promote offerings for parent/family programs and curriculum, conferences, training sessions and events focused on improving knowledge, skills and abilities of parents and families
6. Assist with database management of SCR customers
7. Maintain attendance records for Parent Academy programs
8. Utilize tracking tools to ensure all goals, strategies and objectives of the department are met on time, on budget and involve a multitude of critical stakeholders
9. Verify proper disbursements and receipts pursuant to district finance procedures
10. Manage district programming calendar
11. Maintain financial records and ensures expenditures do not exceed budget line items for the Parent Academy and any other associated programs within the department
12. Assist the School Community Relations Coordinator with budget and budget transfers and prepares a draft budget annually for enterprise and non-enterprise operations of the Parent Academy
13. Generate requisitions for the Parent Academy
14. Verify invoices against purchase orders and processes invoices for payment
15. Maintain and update a fixed asset list and stakeholder list
16. Create and publish the bulletin of programming for the Parent Academy
17. Coordinate interdepartmental district programming delivered through a centralized method and provide guidance for planning of district programming
18. Stay abreast of current research related to project management and parent engagement in public education and conduct parent engagement research
19. Periodically report to the Superintendent and the Board of Education regarding Parent Academy operations
20. Attend and serve on panels, committees, and boards that are pertinent to the role of Coordinator and regularly attend meetings with internal and external stakeholders
21. Ensure compliance with local state, and federal regulations
22. Update website with newsworthy content
23. Assist customers who request the use of OCS facilities
24. Performs other related duties as assigned by the Chief Communications Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*