

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7442
Pay Grade: C01

FLSA: Exempt

COORDINATOR, AREA FAMILY & COMMUNITY RELATIONS

MAJOR FUNCTION:

Performs responsible, professional work in the recruitment, interviewing, training and placement of volunteers and/or assisting and coordinating diverse groups in the community. Work is performed independently under general direction and reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Participates in the planning, implementation, coordination and evaluation of the Family & Community Relations Program or services to the community groups.
- Provides interpretation of School Board policies and procedures as they relate to the Family & Community Relations Program or the community.
- Coordinates and provides training for administrators, SAC, faculty, and other school-based staff in the utilization of volunteer personnel or on issues relevant to multicultural and parental rights.
- Establishes and maintains records on volunteer/community involvement activities or services and activities provided to the community.
- Prepares and submits routine reports.

Family & Community Relations Functions:

- Solicits participation and enlists cooperation of local companies and/or senior citizen and other community groups in the recruitment of volunteers.
- Recruits, interviews, trains, and places corporate employees and/or senior citizens in school volunteer positions to work as tutors, mentors, and/or youth motivators; monitors volunteer placements.
- Coordinates award programs and other volunteer recognition activities.
- Assists schools in the development of business community partnerships; assists in maintaining the school system's corporate volunteer program.
- Assists with coordinating staffing of school volunteer/community involvement program advisory committees; serves as School Board representative and liaison for Community Involvement, with business and community groups.
- Participates in school volunteer/community involvement needs assessments and evaluations.
- May assist with preparation of Community Involvement budget.
- May participate in specified area projects, such as Special Olympics, Gus A. Stavros Institute, Very Special Arts Festival, postsecondary and/or exceptional education volunteer programs, as assigned.
- Assists schools with family outreach/communication.
- Researches and develops a list of existing agencies that serve the community. Determines services and how they may be utilized within the school system to assist families. Serves as a liaison between the school system and these agencies.
- Recruits, interviews, and trains volunteers from diverse groups to serve as advocates/ interpreters/tutors/mentors and/or youth motivators.

COORDINATOR, AREA FAMILY & COMMUNITY RELATIONS

DUTIES AND RESPONSIBILITIES: (Continued)

- Coordinates and organizes valuable services for school personnel and serves as a bridge for schools with the diverse communities, performing necessary services to assure accurate communication to these communities.
- Researches and develops a list of available resources within the schools as well as in the community.
- Assists with coordinating training for families on navigating the school system.
- Consults with school personnel on student referrals and develops appropriate action plans for school achievement.
- Compiles and distributes materials relevant to working with students from another country.
- Prepares and presents program to schools on various cultures.
- Supports and relates to parents in their effort to maximize the child's school experience.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Education, or a related field, plus three (3) years progressively responsible business experience, to include one (1) year of school related volunteer work.

ISSUED: 9/86 PBL; BOARD APPROVED: 9/24/86; REVISED: 2/90 MW; BOARD APPROVED: 6/27/90; REVISED: 12/91 PBL; BOARD APPROVED: 12/18/91; REVISED: 1/00 PBL; REVISED D&R: 4/04 AK; REVISED TITLE, D&R: 7/05 AK; BOARD APPROVED: 9/27/05.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

COORDINATOR, AREA FAMILY & COMMUNITY RELATIONS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Area Family & Community Relations – PTS