

PCSB: 6003  
Pay Grade: D10

FLSA: Non-Exempt

<b>COMMUNITY OUTREACH PARTNER</b>
<p><b>REPORTS TO:</b> Director, Strategic Partnerships</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> High School Diploma or possession of a GED. Possession of a valid state of Florida driver's license. Three (3) years progressively responsible experience or volunteer work.</p> <p><b>PREFERRED:</b> Customer service experience.</p>
<b>MAJOR FUNCTION</b>
<p>Partner with families and the community to increase parent engagement, promote student academic achievement and parent empowerment. Assist in communicating and informing the community about districtwide engagement opportunities and student achievement initiatives and resources.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Serves as an outreach partner to build ongoing relationships between the community and schools while raising a greater awareness of the resources and services that are available to students and families.</li> <li>• Promotes engagement and advocacy activities which builds the district's capacity in servicing the needs of the student population.</li> <li>• Communicates resources and services available to families through district initiatives.</li> <li>• Collaborates with internal and external partners to establish a district community calendar of events.</li> <li>• Assists in building community partnerships.</li> <li>• Attends various weekly community and district events to improve the district's visibility and participation in the community.</li> <li>• Facilitates parent trainings and workshops focused on student achievement through parent engagement and empowerment.</li> <li>• May serve on boards and advisory committees for various community organizations and groups.</li> <li>• Performs other related duties as assigned.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 5/03/23 PT; BOARD APPROVED: 05/22/23</p>

**COMMUNITY OUTREACH PARTNER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Community Outreach Partner – PESPA