

PCSB: 7291  
Pay Grade: E04

FLSA: Exempt

<b>SENIOR COORDINATOR, STRATEGIC PARTNERSHIPS</b>
<b>REPORTS TO:</b> Director, Strategic Partnerships
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Education or a related field. Three (3) years progressively responsible experience or volunteer work.
<b>PREFERRED:</b> School-based experience working with students, families, businesses and community.
<b>MAJOR FUNCTION</b>
The Senior Coordinator is responsible for assisting family and community relations activities including, but not limited to, volunteer and mentoring programs, corporate/business partnerships, community outreach, faith-based organizations, government, higher education and grant opportunities. Develop and facilitate community staff workshops and training centered around student achievement through family and community engagement. Work is performed independently under general direction.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Performs duties involving needs assessment, goal setting, program planning and evaluation and budget development.</li> <li>• Plans the implementation of the volunteer, tutor and mentor programs and services.</li> <li>• Develops and facilitates training for administrators, faculty, school-based staff, parents and community members in the areas of family engagement, volunteers, mentors, tutors, student achievement, parent organizations, parent empowerment, parent advocacy, district resources, school readiness, district outreach efforts, college and career readiness and other topics related to effective strategic partnerships.</li> <li>• Builds and evaluates community and business partnerships.</li> <li>• Coordinates award programs and other department recognition activities.</li> <li>• Researches and analyzes data on the effectiveness of the department's programs and initiatives.</li> <li>• Serves as a liaison between schools, businesses and community agencies.</li> <li>• Attends appropriate meetings and professional development.</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>
ISSUED: 5/03/23 PT; BOARD APPROVED: 05/22/23

**SENIOR COORDINATOR, STRATEGIC PARTNERSHIPS**

<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				

Senior Coordinator, Strategic Partnerships – PTS