**Assistant Superintendent for Student and Community Development**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Superintendent

**Dept/Campus:** Administration **Paygrade:** Pro-8

**Wage/Hour Status:** Exempt **Date Revised:** December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Coordinate and manage the activities regarding business and community partnerships, volunteers, parental involvement, diversity awareness, and Kids at Hope.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree

Master's degree from an accredited college or university desirable

**Special Knowledge/Skills:**

A thorough understanding of program management and budgeting skills

Ability to communicate with all social and economic levels of the community

Superior communications skill, both written and oral

Successful experience working with business community/public agencies desirable

Knowledge of volunteer management techniques

Strong organizational, communication, and interpersonal skills

Patient and calm demeanor with students and others

**Experience:**

Three years in a related field

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Provide leadership in collaborative processes to develop district- wide plans with staff, parents, and community members.
2. Work cooperatively with principals and staff to define planning needs regarding business partnerships, volunteers, and parenting programs.
3. Establish goals and objectives for the business/community/school partnership programs.
4. Develop, coordinate and supervise the business/community/school partnership program.
5. Solicit partnership arrangement for all schools.
6. Develop informational materials that explain and promote student and community involvement programs.
7. Plan and implement in-service for school, business and community groups that explain and promote partnerships.
8. Evaluate partnership arrangements and make recommendations for improvements or modifications to the program.
9. Report on programs to district staff, Board of Trustees, business, civic and community groups as well as other appropriate publics.
10. Responsible for the district’s diversity committees, both internal and external, and diversity training.
11. Responsible for providing training opportunities for staff on cultural diversity.
12. Implement Kids at Hope and Knomi framework.
13. Develop training material for Kids at Hope.
14. Receive and facilitate successful resolution of district-level parent complaints in a timely fashion.
15. Ensure documentation and tracking of district parent complaints.

**Policy, Reports, and Law**

1. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
2. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

**Budget**

1. Administer the departmental budget and ensure that programs are cost effective and funds are managed prudently.
2. Compile budgets and cost estimates based on documented program needs.

**Personnel Management**

1. Hire, organize, and direct the work activities of department staff.
2. Evaluate job performance of department staff to ensure effectiveness.
3. Provide training and development for department staff.
4. Ensure that department operations contribute to the attainment of district goals and objectives.

**Communication**

1. Provide for two-way communication with principals, teachers, staff, parents, and community.
2. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
3. Monitor professional research and disseminate ideas and information to other professionals.

**Community Relations**

1. Articulate the district’s mission, instructional philosophy, and community involvement strategies to the community and solicit its support in realizing district’s mission.
2. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
3. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
4. Exercise strict professional confidentiality.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of Coordinator of Student and Staff Advancement and Administrative Assistant

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the district facilities. Frequent district wide and statewide travel; occasional prolonged and irregular hours;

The foregoing statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date