



JOB DESCRIPTION

Job Title	Partnership Coordinator
Department	
Reports To	Principal
Classification	Classified
Location	District Wide
Salary	On Schedule
Length of Contract	Included in 197 paid days are 10 float days to be used as needed before, during or after the school year. Also includes 3 holidays. All Partnership Coordinators will have a flexible work schedule due to the nature of their job responsibilities. The total number of hours per week may be adjusted as needed; however, any hours over 40 per week (overtime) will need approval by the principal.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Partnership Coordinator works under the direct supervision of the building principal and in coordination with the Director of Student Services. The Partnership Coordinator collaborates with faculty, community members, local business partners, and volunteers to develop programs and opportunities to enhance child, student and family success. This includes communicating and promoting opportunities within the school and the district to community members, families, local media, and others to increase community engagement within our schools.

Essential Job Functions

- Develops, manages, schedules, and implements home, school, community, and volunteer partnership opportunities for the school and the district and communicates these opportunities to families, community members, businesses, and local media.
- Coordinates services to provide a variety of family and community involvement opportunities, including meetings, trainings, and volunteer opportunities.
- Creates, develops, implements and submits communication tools for the school, community and the district, including newsletters, flyers, social media sites, press releases, and websites/pages. This includes providing information about the school, activities and volunteer opportunities.
- Collaborates and shares information with other Partnership Coordinators
- Acts as a liaison between the school and families, the community and outside community organizations and businesses.

- Coordinates various volunteer events, after school classes/events, enrichment opportunities and family and community events independently and/or jointly with parent organizations as needed.
- Promotes family and community engagement by organizing events. Examples of these events include; open houses, building tours, and other community activities.
- Recruits family and community volunteers for events such as vision and hearing screenings, weekend kids' meals, and a variety of enrichment and activity programs.
- Collects and processes appropriate volunteer paperwork and maintains the school volunteer database.
- Becomes aware of and is active in community initiatives.
- Provides information and assistance to families and the community about a variety of programs. Some examples of these programs are the weekend kids' meal program, before/after school care, resource library, and supply, clothing, and food pantries.

Ancillary Job Functions

- Meets with the PTO/PTA and other family and community organizations-as needed
- Assists with communication between PTO/PTA, families and Staff.
- Attends Partnership Coordinator meetings
- Performs other related duties as assigned.
- Works with Alumni groups and the ECASD Foundation as applicable
- Supports and assists the building and district mission.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree in Human Services, Communications, Child Development, Education, Business or related field.
- Training, work, or volunteer experience in related settings
- Experience working effectively with diverse populations.
- Ability to become certified through the Wisconsin Family Services Credential Training program within two years of hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree.
- Certification through the Wisconsin Family Services Credential Training program.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to interact effectively with diverse populations.
- Excellent organizational and time management skills.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to work a flexible schedule.

- Basic computer skills, including Microsoft Office programs.
- Familiarity with website and social media content
- Ability to use basic office machines, such as photocopier, facsimile machine, and telephone.
- Creativity to build new programs as need dictates.
- Knowledge of school and community resources.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office and/or busy school environment.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally required to drive to other locations.
- May be required to lift up to 25 pounds.