

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	MESA Coordinator
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-Exempt
Job Code:	522
Reports to:	Curriculum Supervisor

JOB SUMMARY

MESA is an after-school program that engages students in math, science, and engineering activities (particularly under-represented groups such as young women and minorities) and encourages them to pursue higher education and careers in those fields. Under the general direction of the curriculum supervisor, the MESA coordinator performs functions necessary to the organization and maintenance of a strong District MESA network. In coordinating the district program, he/she assists schools in maintaining local chapters, gathers data for reports and provides resources, and information to MESA club advisors and students.

ESSENTIAL JOB FUNCTIONS

- Attends state MESA meetings and works with district curriculum supervisor to disseminate information to MESA club advisors. Visits school MESA activities. Assists advisors with student recruitment and other MESA goals.
- Hires Advisors for individual schools.
- Schedules and coordinates training meetings for MESA advisors, counselors, and students.
- Serves on a state committee whose purpose is to develop and provide training materials for MESA advisors and counselors.
- Fosters collaboration between schools, businesses and the community (e.g., coordinates MESA Day activities, and arranges for company and community participation).
- Maintains organization data. Prepares and submits reports to the district and state.
- Maintains inventory and manages distribution of MESA materials.
- Provides general contact and office services for the MESA program (e.g., prepares correspondence, answers telephone inquiries, and provides other information as needed).
- Collects and distributes information about scholarship and grant opportunities to advisors and counselors.
- Creates, disperses and collects budget and report forms.
- Serves as a member of the state MESA Public Education Committee. Facilitates collaboration with other districts and the Utah State Office of Education.

- Monitors funds and spending.
- Assists with STEM events and maintains STEM webpage.

MINIMUM REQUIREMENTS

- Master's degree.
- Five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Experience with after-school clubs or school and community organizations either as an employee or a volunteer.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Computer skills (word processing, database, spreadsheets, internet/email).
- Strong interpersonal and communication skills.
- Good organizational skills and ability to complete tasks independently.
- Understanding of the structure and environment of public schools.
- Ability to manage or administer grant funds.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, repetitive motion, speaking, Otalking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.