

**RSU No. 5 Durham ~ Freeport ~ Pownal
Outreach Coordinator Job Description**

QUALIFICATIONS:

1. Minimum of a Bachelor's degree
2. Experience with Community Relations preferred

REPORTS TO:

Building Principal/Assistant Principal

JOB GOAL:

To support the transition for incoming students, current students, and recent dropout students by enhancing and/or improving their educational success through school and community events and resources. Additionally, the goal is to build strong connections between students and the RSU5 communities through events, internships, volunteer and employment opportunities.

PERFORMANCE AREAS:

1. Leads outreach efforts to incoming FHS students (8th to 9th transition),
2. Leads outreach efforts for current, at-risk FHS students,
3. Leads outreach efforts for recent FHS drop out students,
4. Leads outreach efforts with community for current FHS students and events including but not limited to organizing guest speakers, community events, volunteer opportunities, Senior Project internship/apprenticeship opportunities, and employment opportunities,
5. Supports implementation of Service Learning projects with FHS faculty.
6. Models and advances the Code of Conduct with students and adults,
7. Recruits community volunteers as needed,
8. Serves on the Dropout Prevention Committee to support at-risk students,
9. Serves on the Student Assistance Team to support at-risk students,
10. Communicates effectively with students, parents, colleagues and administration,
11. Works effectively as a team player within the larger professional community and shares practices,
12. Is a reflective practitioner, dedicated to continued professional growth and actively participates in Professional Learning Community meetings,
13. Demonstrates proficient use of technology, and
14. Performs such other duties as may be assigned.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

TERMS OF EMPLOYMENT:

One hundred ninety-three days per year, 40 hours per week. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Building Principal/Assistant Principal

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature:_____ **Date:**_____

Original to Personnel File
File Copy to Employee
Adopted: February 1, 2018