

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### TITLE

Coordinator/Director, AAA Academy  
*Redlands Educational Partnership's  
Academy for Academics, Arts, and Athletics*

#### QUALIFICATIONS

EDUCATION: Required B.A. or B.S.

EXPERIENCE: Required Ability to relate with administrators, classroom teachers and counselors, classified employees, parents, consultants, volunteers and community members.

Ability to initiate, organize, and direct innovative programs.

Desired Experience in administering school related programs.

Experience working in or with the business community.

Experience in Public and Media Relations.

Experience with fundraising and/or grant writing.

#### PERSONAL

#### QUALIFICATIONS:

Character, personality, and proper social capability and strong communication skills to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direct supervision of the Redlands Educational Partnership (REP) and the Assistant Superintendent, Educational Services, the Director, AAA Academy, will provide district-wide and community leadership for REP. The Director will plan and implement AAA Academy Enrichment programs on behalf of REP to benefit students and families. The types of programs will include, but not be limited to, the arts, athletics, and expanded academic experiences. A focus will be on ways to access funding to provide appropriate supplemental resources and services for students. The Director will serve as a "public face" of REP.

#### DUTIES AND RESPONSIBILITIES

As assessed by the supervisors, the outcomes of the Director, AAA Academy's job performance will meet or exceed expectations in regard to the following responsibilities:

1. Develop, prepare, and maintain class offerings for the AAA Academy.
2. Manage, supervise, and coordinate the AAA Academy while in session.

3. Recruit, select, and process qualified teachers and instructors for the AAA Academy.
4. Effective oversight of program budget, fees, contracts, and payrolls.
5. Coordinate with District schools to facilitate their participation in the AAA Academy.
6. Develop and implement all operational procedures for the AAA Academy.
7. Develop all necessary operational forms, materials, and publications for the AAA Academy.
8. Collaborate with community non-profit organizations and agencies which also provide enrichment experiences in the areas covered by the AAA Academy.
9. As directed, represent REP at community events and activities relating to all aspects of REP programs.
10. Supervise AAA Academy staff.
11. Develop and implement public relations, publications, and advertising strategies for the AAA Program and as directed by the REP Board of Directors.
12. As directed, develop and manage REP annual capital campaign.
13. Act as liaison between the AAA Academy, REP, and the Redlands Unified School District.
14. Work closely and effectively with volunteers who serve to support REP.
15. Act as a resource person in the areas of enriched educational experiences.
16. Provide assistance to REP with the development of grants and innovative projects to obtain supplemental resources in alignment with the mission and vision of REP and the District.
17. As directed, create and publish REP Annual Report.
18. Other duties assigned by the supervisors will have been effectively accomplished.