

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

COMMUNITY OUTREACH COORDINATOR

JOB GOAL

Responsible for overseeing the implementation of community outreach activities. This position will be tasked with creating a stronger connection between the school district and the community.

QUALIFICATIONS

1. Minimum of 60 college credits preferred.
2. Three years' experience coordinating and delivering services to children and families preferred.
3. Bilingual preferred.
4. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Survey, organize and evaluate the needs of the community and families in the school/district.
2. Notify parents of community-related events via flyers, websites, etc.
3. Coordinate work with the school district, community agencies and providers.
4. Collaborate with all relevant instructional staff, administrators and support personnel to support the relationships between the schools/district/family service programs.
5. Develop and implement programs for parental and community involvement designed to promote maximum participation in school activities, particularly in the areas of student achievement, family life skills, school policies, procedures and laws.
6. Obtain incentives for students from community agencies and businesses.
7. Collaborate and solicit building staff to support the school and district parental involvement initiatives and programs.
8. Perform other duties as assigned.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, instructional and management skills.
2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
3. Excellent leadership and organizational skills and the ability to motivate.
4. Positive people and communication skills.
5. Ability to analyze, anticipate and schedule community events both on and off campus.
6. Attention to detail with a focus on thoroughness and quality.
7. High integrity and ethical standards.
8. Knowledge of computer and software programs.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Ability to traverse school facility and grounds.

REPORTS TO

Principal/Superintendent or their designee.

TERMS OF EMPLOYMENT

Not to exceed grant approved number of hours per grant period.

EVALUATION

Performance of the job will be evaluated by the Principal/Superintendent or their designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**

DATED: **December 20, 2023**