



SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FLAGLER COUNTY EDUCATION FOUNDATION (FCEF) ASST. DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

- (1) Associated degree from accredited two (2) year college or university,
- (2) Bachelor's degree in business, nonprofit management or in a related field preferred,
- (3) Three (3) years of related experience, and
- (4) A comparable amount of training, education, and experience may be substituted for the above.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrate excellent oral and written skills to effectively communicate ideas and information to donors, board members, community business leaders, and vendors. Ability to build rapport with stakeholders and promote FCEF's mission. Maintain thorough notes of all communications, projects, fact-finding, and ways to make continuous improvements in operations to get maximum benefits from available resources. Ability to take independent action to identify ways to problem solve and remove barriers using available data, Ability to change or redirect priorities when changes occur, and balance multiple tasks at one time. Assist in event planning, fundraising and willing to work and attend special events as necessary, Be involved in the grant process as needed, Proficient in the use of computers that include contact database management, Microsoft Suite 365, Facebook, Google+, and other social media outlets.

REPORTS TO:

Executive Director of the Flagler County Education Foundation.

JOB GOAL

Work with the Executive Director and scholarship leadership team in the selection of scholarship recipients, mentor recruitment and training, and planning and execution of college-ready services. The Asst. Director of Student Services is responsible for tracking, meeting/exceeding scholarship benchmarks, and fulfilling best practices as defined by the scholarship leadership team. Assist in event planning, grant processing, fundraising, and work with the Executive Director in daily operational activities. Assist the Executive Director in strengthening its efforts to build a system and culture that supports and retains excellent educators and community partners. Recognizing and empowering excellent teachers with opportunities that improve the culture of Flagler County Schools District. Activating community partners to participate in advocacy that supports all students in reaching their potential.

SUPERVISES:

N/A

TECHNOLOGY ACCESS:

Access to computers and software to perform the essential functions of the job.

STUDENT SERVICES (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Managing the Take Stock in Children (TSIC) program to deliver Flagler County Education Foundation deliverables.
- * (2) Maintain and respect sensitive, private, and confidential information related to students, mentors, and advisors.
- * (3) Manage multiple projects, prioritize deliverables, and handle unanticipated demands and requests from all stakeholders.
- * (4) Maintaining the functionality, integrity, and accuracy of the database systems of the foundation.
- * (5) Meet with students in an effort to develop and administer workshops and presentations for students enrolled in scholarship programs to ensure college-readiness contacts and activities meet established program benchmarks.
- * (6) Develop and maintain a strong and supportive relationship with TSIC mentors, TSIC in-school guidance staff, and volunteers to ensure mentors are well trained and working within the best practices and welcomed in schools where mentoring takes place.
- * (7) Work with Executive Director to ensure mentors, donors, and students are recognized and honored for achievements and contributions to the scholarship programs.
- * (8) Maintain the scholarship database and provide TSIC with reports and data as requested by TSIC and/or Executive Director.
- * (9) Provide excellent customer service to donors, board members, volunteers, and citizens.
- * (10) Develop relationships with scholarship graduates to involve them in mentoring high school scholarship students.
- * (11) Ability to work evening and weekend hours throughout the year, as needed.
- * (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to twenty (20) pounds of force occasionally, and /or up to ten (10) pounds of force as needed to move objects as needed.

TERMS OF EMPLOYMENT:

The salary of the Asst. Director of Student Services is fully funded by the Flagler County Education Foundation. Salary and merit increases shall be paid at a rate determined by the Flagler County Education Foundation Executive Committee and approved by the Flagler County School Board. Benefits shall be paid consistent with the District's approved plan. The length of the work year and hours of employment shall be those established by the District for annual employees.

EVALUATION:

Performance of this job will be evaluated by the Executive Director of the Flagler County Education Foundation.

*Essential Performance Responsibilities

Job Description Supplement Code:

Flagler Schools Strategic Framework –

Approved 06/19/2018

Salary Lane: FCEF Board Approved

Date Approved

Approved 06/19/2018