CERTIFICATED MANAGEMENT			
Work Location	Roseland School District Roseland Charter School	**Responsible To**	Superintendent
Work Year	206 work days	**Hours**	Up to full-time (8 hours per day)
Salary	Assistant Principal Salary Schedule	**Benefits**	Eligible for District Benefits (Certificated)
FLSA Exempt - Considered Essential Staff/Disaster Service Worker during any emergency or crisis.			

Definition:
Under the direct supervision of the Superintendent the Community Relations Coordinator will be mainly responsible for charter public relations, fundraising, scholarship development, and community related school events. May assist with District high-level visits and public relations.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Manage and communicate year-round with Roseland Community Advisory Board
- Attend public meetings, and bring students as appropriate, i.e. RPS Board meetings, Rotary, Kiwanis, Los Cien, No Name Women's group, City Council, etc.
- Communicate with the press on a regular basis.
- Provide leadership on web and social media presence
- School Tours and follow up with potential donors
- Organize and facilitate, as well as direct and supervise certificate and classified assistants for the following, annual:
    - Community Advisory Board Meeting
    - Career Days at RAMs, RUP and RCP
    - Scholarship Benefit Dinner
    - Senior Awards Nights at RUP and RCP
    - Portfolio Days at RUP and RCP
    - Other special community events
- Oversee and develop Roseland Community Fundraising Committee, maintain confidential donor database
- Provide leadership related to Scholarship donations and general and private scholarship funds, ensuring adherence to the Scholarship Handbook, applicable board policies and all scholarship systems and ensuring transparency for students, families and donors.
- Solicit donations/donors year-round. Donations, developing scholarship parameters, applications, interviews, training students, etc.
- Solicit/manage other donations (endowment fund, estate giving, donating stocks, non-monetary gifts/donations, etc)
- Attend public relations trainings and/or workshops or conferences annually

- As assigned, hire, supervise and evaluate classified and/or certificated staff related to community participation such as the Mentor Program TOSAs.
- As assigned, assist with high level district visitations and public relations.
- All other related duties as assigned

Employment Standards

Qualifications:

- Demonstrated commitment to advancing educational equity
- Experience working with diverse students and stakeholder groups
- Experience organizing student activities, group events, or similar functions
- Experience with community organizations or community development preferred
- Experience with fundraising preferred
- Experience working with the media or public relations preferred
- Spanish-English bilingual preferred

Licenses and Other Requirements:

- An appropriate, valid, CA state teaching credential.
- Valid CA Administrative Credential
- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle as an essential function of the job.
- Fingerprint and TB clearance
- May require work to be performed on occasional nights and weekends for events.

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Lifting and/or moving up to twenty (20) pounds when setting up for various events.
- Subject to walking, bending, reaching and twisting.
- Hearing and speaking to exchange information in person, on the telephone and/or virtual meeting platforms such as zoom or google meets to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.

- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Board Approved: June 19, 2019
Board Approved: June 23, 2021