



NEW: Submitted:
07/01/2020 06/09/2020

JOB TITLE:	SPECIALIST COMMUNITY SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8495
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for developing and implementing assigned programs including Neighborhood Place, AmeriCorps and Title V; represents the district with staff and outside organizations as assigned to address program needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains on-going communication with community agencies and organizations to further education

Coordinates Title V Home School Coordinator positions

Provides leadership for Title V staff to enhance student achievement, increase attendance, decrease dropout rate, decrease the suspension rate, and engage in parental involvement

Prepares and/or assists in preparation of reports and records for the district and state and federal governments

Maintains the Title V budget

Provides guidance for Title V "Parent Workshops" to enhance opportunities for parents to become aware of resources to assist their children in school

Oversees the budget and staff for the AmeriCorps Program

Serves as the District's primary staff liaison with Neighborhood Place

Oversees all funding allocated to Neighborhood Place

Supervises and evaluates AmeriCorps Participants and other staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Experience in governmental relations

Experience in community development

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in area of research methods and strategies

