



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	COORDINATOR AMERICORPS
DIVISION	ACADEMIC SUPPORT PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8304
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, organizes, executes, and/or coordinates on-boarding new members, orientation, and oversight of required Federal and State files. Insures program compliance in collaboration with JCPS Specialist of Community Support. Provides on-going support to schools and AmeriCorps Staff assisting with program fidelity and alignment to JCPS Mission and Vision. Attends State and Federal Government meetings on behalf of District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as a liaison with other units, departments, State AmeriCorps Office, and outside agencies as required pertaining to the AmeriCorps Program

Assists supervisor and other district data personnel by providing data analysis that pertains to the AmeriCorps Program

Maintains complete and comprehensive files for members and program to insure compliance with all governmental agencies (JCPS, Federal, State)

Assists in the on-boarding of new AmeriCorps Members

Builds and broadens collaborative relationships with Principals, school administrators, and community partners

Responds to host schools insuring supports are in place as needed for successful AmeriCorps Placements

Provides on-going support for members insuring program implementation

Explores and cultivates new community partnerships that enhance student achievement and programmatic outcomes

Submits time and compliance reports to Serve Kentucky and the Federal AmeriCorps Agency

Assists supervisor with member orientations and on-going professional development

Oversees AmeriCorps time and data management systems

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

Other duties as assigned by supervisor

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, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposed to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year of experience in related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups

General knowledge of District's programs, operations, practices and procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Extensive knowledge of the dynamic of the District and Jefferson County community

Knowledge of AmeriCorps

Experience in a diverse workplace
