BASIC FUNCTION:

Serve as the coordinator for the district’s Service Learning and OASIS Intergenerational Tutoring Programs and the liaison to assigned schools in facilitating the Partnerships in Education Program; collaborate with higher educational institutions and the non-profit community to develop and plan district-approved student service projects, as well as implement service learning programs on K-12 campuses; coordinate training and support for adult tutors in K-4 classrooms throughout the district; and collaborate with community/business organizations and schools in formalizing and maintaining partnerships.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize and coordinate the day-to-day operation of the district’s service learning and OASIS Intergenerational Tutoring programs. E

Negotiate and monitor contracts with Volunteer San Diego and other non-profit agencies that support the district’s service learning program. E

Provide technical expertise, information and assistance to administrators, teachers, students, parents and community non-profit agencies regarding service learning strategies, including explanation of policies and procedures as well as applicable state and federal educational initiatives related to service learning. E

Coordinate and provide support for the implementation of service learning and community outreach programs on K-12 campuses; develop and coordinate partnerships with the business and non-profit community to support these programs. E

Organize and provide technical assistance to schools in developing service learning projects, including training, assessment, program planning and resources to support student achievement and staff development. E

Create, develop and revise comprehensive support materials based on research of current district/state/national standards, effective practices and strategies and connections with national organizations. E

Plan, coordinate and conduct service learning, OASIS, Partnerships in Education trainings and meetings. E
Collaborate with Higher Education institutions to create and implement youth-centered service projects and to provide support to K-12 students and teachers. 

Serve on the Volunteer San Diego Board of Directors as well as represent the district on various boards and committees.

Organize, coordinate and manage large and small district, service learning and community recognition events.

Collect and analyze data for preparation and maintenance of statistical/annual reports, records and files; compose reports, procedures and correspondence covering a wide variety of matters.

Create and design attractive, informative marketing materials, such as program brochures, flyers and annual reports that explain the key messages of the department, its programs and the district.

Establish and maintain relationships with local, state and federal agencies and associations to remain current on programs and issues related to service learning and community outreach.

Establish relationships that encourage administrators, teachers, parents, business/community members, volunteers and non-profit agencies to support service learning and community outreach.

Provide technical expertise and assistance to schools and business/community organizations in the development of a workable plan for mutually beneficial partnerships that support the district’s goals.

Communicate with administrators, district personnel, teachers, students, parents, business/community organizations and non-profit agencies to coordinate activities and programs, resolve issues and conflicts and exchange information; develop and revise policies and procedures to support programs.

Present at local, state and national conferences.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a degree in business administration, public relations and/or marketing and four years of recent, progressively responsible experience in developing and coordinating student volunteerism and community support.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Certification as a Service Learning Practitioner from the California Department of Education is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Business, education, military, non-profit and voluntary sectors within the community.
Modern theories, research and methodologies of public relations, instruction and school operation.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience and courtesy in relation to working with students and the
business community.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

ABILITY TO:
Provide leadership and direction in assigned functions.
Plan, organize, monitor and assess programs.
Make presentations.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, educational organizations, State and federal agencies, non-profit agencies, business/community representatives and the public.
Resolve problems and complaints.
Prepare comprehensive narrative and statistical reports.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Analyze problems, make decisions, and be responsible for those decisions.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT: Indoor setting.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1805
PH