Extra Duty - Children's Services Fund Coordinator - District Level

**Purpose Statement**

The job of Extra Duty - Children's Services Fund Coordinator - District Level is done for the purpose/s of coordinating district wide activities; disseminating and receiving information related to subject area; planning and implementing activities and/or special events; addressing operational issues related to their role as a coordinator of subject area activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as resource to school staff by providing support and guidance based on their subject area knowledge and experience. The Children’s Services Fund (CSF) provides financial support to organizations promoting kids’ mental health and emotional well-being.

This job reports to the Director of Special Programs.

**Essential Functions**

- Acts as liaison between agencies and district administration for the purpose of providing communication to the schools, reporting work of the team to administration, and assuring the team's work is aligned to the District's strategic plan.

- Collaborates with the Director of Special Programs to collect data, compile and submit reports for the purpose of continuously improving the program.

- Delegates responsibilities for projects and tasks for the purpose of ensuring consistency throughout the district and distributing workloads.

- Monitors inventory of materials, equipment, and supplies for the purpose of providing to schools, classrooms, children and families in need.

- Participates in meetings, workshops, and seminars as assigned for the purpose of gathering and/or conveying information required to perform the functions.

- Plans and organizes CSF meetings for the purpose of monitoring referrals and communicating progress among staff within the district.

- Prepares a variety of written materials (e.g. student activities, correspondence, reports, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information of the CSF and ensuring compliance with established guidelines.

- Provides recommendations of expenditures for activities, equipment and supplies for the purpose of enhancing the school programs.

- Provides orientation for new staff or agencies for the purpose of understanding schedules and other district processes and procedures.

- Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.

- Serves as a resource to school staff for the purpose of providing support and guidance based on subject area knowledge and experience.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records, and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: understanding of Children’s Services Fund services; providing ongoing support and leadership for CSF programs; communicating the needs and issues to administration; organizing staff to meet the needs of students in each building; and providing information to administration.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Responsibility

Responsibilities include: working with immediate supervision; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, and some fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: 

Required Testing: 

Certificates and Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 7/1/2020 See Misc Stipends Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.