Extra Duty - Cultural Enrichment Celebration Building Champion

Purpose Statement
The job of Extra Duty - Cultural Enrichment Celebration Building Champion is done for the purpose/s of being responsible for planning and organizing cultural enrichment events and celebrations that promote cross-cultural understanding and appreciation for their assigned building. This extra duty assignment involves collaborating with other staff, community members, artists, and/or performers to create meaningful and engaging events that celebrate cultural diversity.

This job reports to Principal

Essential Functions
• Assesses current programs and demographics regarding diversity issues for the purpose of identifying gaps and developing new initiatives.

• Builds and maintains strong relationships with local cultural communities, artists, and performers for the purpose of offering meaningful and engaging events.

• Collaborates with cultural organizations and community groups for the purpose of assisting with the event(s).

• Collaborates with district, building, community and student leadership for the purpose of developing a culture awareness for a variety of audiences.

• Conceptualizes and plans cultural enrichment events, festivals and celebrations for the purpose of aligning with the organization's mission.

• Coordinates all logistical aspects of planned cultural enrichment celebration events and addresses any issues or challenges as they arise for the purpose of ensuring well organized events.

• Creates and implements marketing strategies for the purpose of promoting cultural enrichment celebration events through various channels, including social media and partnerships.

• Designs and distributes promotional materials and collaborates with the marketing team for the purpose of increasing event visibility to stakeholders.

• Develops educational programs for the purpose of promoting cultural understanding.

• Develops event timelines for the purpose of ensuring a successful event.

• Gathers feedback from participants and stakeholders for the purpose of evaluating the success of each event.

• Identifies and invites artists, musicians, speakers and vendors for the purpose of participating in events.

• Organizes a diverse range of cultural activities and performances for the purpose of highlighting the unique aspects of different cultures.
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 single 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: adapting to changing work priorities; coordinating activities/training with other schools, districts and/or agencies; organizing and communicating information and concepts; overseeing financial transactions.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; relevant professional standards and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is not required.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred):

Required Testing

None Specified

Certificates and Licenses

Missouri State Teaching Certificate

Continuing Educ. / Training

Maintains Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

10/23/2023

Salary Grade

See Misc Stipends Salary Schedule

Revised Date

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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.