

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Take Stock In Children Program Coordinator

GENERAL DESCRIPTION

The essential function of the position within the organization is the responsibility for the Take Stock in Children program. The position will be responsible for overseeing the TSIC program in Monroe County; handling all administrative functions as well as leading the TSIC team. The position works under and reports to the Monroe County Education Foundation, the Monroe County School District and Take Stock in Children, Inc. according to procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Contribute to development of local program goals and measurement criteria.

Gather information necessary to perform preliminary diagnosis and identify gaps in the operational model.

Develop, implement and oversee strategy for recruiting mentors.

Integrate program operation with school system initiatives and form partnerships with other organizations to expand and enhance services for Take Stock scholars.

Implement a system to track key performance indicators, including student data, mentor participation, and fundraising.

Contribute to knowledge-sharing efforts through participation in seminars, conference calls, surveys, etc.

Compute or perform arithmetic operations; collect, classify, copy, transcribe, enter, or post data or information by utilizing Microsoft Office Suite, TERMS, Pinnacle Grade Book and TISC Database.

Recruit community leaders to build and sustain a strong education foundation.

Build enthusiasm and commitment to local program goals on the part of all local constituencies.

Develop teamwork across multiple constituencies to ensure successful performance of key operating tasks and achievement of local programs goals.

Demonstrate commitment to children and youth with a strong focus on achieving high outcomes for students.

Develop a mind-set of continuous improvement.

Implement strategy for recruiting mentors to achieve a mentor for every student.

Select mentors based on a review of application, background checks, and interviews.

Train mentors prior to initial student contact.

Match every student with a mentor at the time of contract-signing.

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Coordinate mentor/student and mentor appreciation activities.

Measure local mentor programming results.

Maintain donor records.

Develop and maintain sponsorships for special needs and events.

Build, a professional relationship with the Monroe County Education Foundation (MCEF) to grow, develop, monitor, and manage fundraising for scholarships and program development.

Act as both a board member of MCEF and an advisor for the program operation and development.

Support and facilitate participation of influential donors, business, civic, education, and government leaders on the board.

Support board members' monitoring of program effectiveness by providing reports and data regarding student performance, quality of mentoring, parent involvement and financial performance.

Represent and promote Take Stock in Children in the local community in a wide range of venues, within a diverse scope of constituencies.

Leverage board leadership to recruit and retain mentors, secure additional student services, and develop growth and sustainability plans.

Adhere to MCEF meeting schedule, agendas, priority actions, and leadership tasks.

Involve Take Stock in Children staff and MCEF in setting program goals.

Execute local fundraising strategies, which may include but is not limited to: writing grant applications, planning fundraising events, creating and distributing marketing materials, soliciting contributors, coordinating individual and/or business campaigns, soliciting local board and school system support.

Expand local board as needed to achieve program goals.

Measure local fundraising results.

Speak publicly to generate awareness of and support for the Take Stock program.

Write newsletters, press releases, donor correspondence, etc.

Integrate the efforts of multiple constituencies to accomplish the key tasks of resources management, program development, sustainability and mentor programming.

Plan and execute a diverse scope of events (e.g., fundraising, mentor recognition, and students/mentor activities).

Track performance at the local level and to share data with the Program Director at the state level on a timely basis.

Provide assistance to people in achieving task completion; speaks with or signals to people to convey or

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exchange information.

Identify and gather information on local programs that may compete with or complement Take Stock in Children goals.

Provide leadership and daily management of the TISC program.

Coordinate and integrate initiatives that promote and enhance student services (i.e. school supply drive, contests, etc).

Oversee and actively manage partnership between TSIC State, local School District and Monroe County Education Foundation.

Manage, supervise and coordinate College Success Coaches and Mentor Coordinators.

Monitor, manage, and continually improve quality of program delivery; and ensure effective delivery and execution of program goals and objectives.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, clinical, spiritual, or their professional principles.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the devilment and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments.

Mathematical Requirement:

"Mathematics" deals with qualities, magnitudes, and forms and their relationships and attributes by the

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use of numbers and symbols.

Use basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Accountable for all grant finances in the TSIC office.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Read abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Coordinate, manage and implement yearly calendar of activities.

Through public speaking engagements to community groups and organizations; generate awareness of and support for the Take Stock in Children Program.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Implement and manage accountability standards for advocacy and mentor retention.

Assist in developing positive community relations and inter-agency and intra-agency partnerships.

Promote program awareness by actively assisting in developing marketing and advertising strategies that advance program objectives in the community.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens.

Promote innovative and best practice policies and procedures that result in improving program effectiveness.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

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Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and intervention of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

Requires the minimum of a Bachelor's degree in management, education and/or counseling.

Master's degree preferred or equivalent experience.

Licenses Certifications Registrations Required:

"License, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida Driver's license is required.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Minimum of three years of experience in education or social work with a focus on children preferred.

Minimum of two years supervisory experience in an administrative leadership capacity.

Minimum of two years experience with Take Stock in Children program preferred.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or

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injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Superintendent

Supervises:

Departmental Staff

PAY GRADE: From: TSA1 To: TS03

Number of Months: 11 Number of Days: 220 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016