



## Office of Talent

**TITLE:** School to You Coordinator COVID Funding (Classified or Certified, extra duty stipend)

**DEPARTMENT:** Office of Schools and Learning

**REPORTS TO:** School to You Coordinator

**RECEIVES GUIDANCE FROM:** Director of Schools and Learning & School to You Coordinator

**BASIC FUNCTION (BF1):** Responsible for providing leadership, support, guidance, and execution of the School to You program.

### **SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)**

*Demonstrated Experience or Willing to Acquire Skills:*

1. Exhibits essential dispositions and ownership of the district mission of "Regardless of who you are or what your story is, you can learn and be loved here."
2. Exhibits essential dispositions and ownership of the district vision of "Creating compassionate competent problem solvers."
3. Exhibits essential dispositions and ownership of the district core values
  - a. Demonstrated success of always doing what is best for all kids.
  - b. Believes in the concept of family
  - c. Demonstrated success as a committed leader
  - d. Believes in the concept of passion
  - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
  - a. Empathic
  - b. Motivated
  - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

### **HIRING SPECIFICATIONS (HS1-22):**

*Demonstrated Experience or Willingness to Acquire Skills*

1. Fosters, builds, and creates personal relationships with School to You Students
2. Provides academic tutoring and support for School to You Students
3. Provides excellent customer service to student and associated family
4. Effectively communicates and serves the needs of students
5. Develops a necessary cadence of regular contact with the student and associated family
6. Represent Charles City Community Schools effectively in the community, state and nation
7. Perform other related duties as assigned.

**ABILITIES (A1):**

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

**KNOWLEDGE AND EDUCATION (KE1-3 and KED1-3):**

**Required:**

- 1. Knowledge of subject, curriculum, and effective teaching methods

**Desired:**

- 1. Previous tutoring or classroom experience
- 2. Experience working in a culturally diverse setting
- 3. Advanced degrees/certifications as appropriate to the position

**POSITION INVENTORY:** Certified

**FLSA STATUS:** Exempt

**FT/PT:** PT Extended Duty Contract

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

\_\_\_\_\_ \* Talent Office Authorization

\*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 07-12-19

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein