

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

DIRECTOR PASCO EDUCATION FOUNDATION, INC

QUALIFICATIONS:

- (1) Master's Degree
- (2) School or District Level administrative experience.
- (3) Experience working with the business community.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use effective fundraising skills. Ability to use public speaking skills. Ability to plan, coordinate, and monitor the goals and strategies of the Foundation. Knowledge of current educational trends. Familiarity with computer word processing, database, and spreadsheet. Ability to identify important local issues or problems and their relatedness to the goals and strategies of the organization. Skill in personnel management, interaction and supervision techniques.

REPORTS TO:

Assistant Superintendent for Administration and the Board of Directors of the Pasco Education Foundation, Inc.

JOB GOAL

To coordinate the activities of the Pasco Education Foundation, Inc. To establish a responsive working relationship between the community and District School Board of Pasco. County (DSBPC) and link the community's resources to the education process.

SUPERVISES:

Take Stock in Children Coordinator
Take Stock in Children Student Advocate
Pasco Education Foundation Coordinator of Development
Assigned Foundation Support Personnel

PERFORMANCE RESPONSIBILITIES:

Facilitation

- *(1) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- *(2) Facilitate problem-solving by individual groups.

Communication

- *(3) Prepare newsletters, annual report, and other publications.
- *(4) Communicate effectively orally and in writing.

DIRECTOR OF PASCO EDUCATION FOUNDATION, INC. (Continued)

- * (5) Collaborate with other departments or divisions.
- * (6) Use effective communication strategies to interact with a variety of audiences.

Critical Thinking

- * (7) Submit annual recommendations, based on evaluations, of those activities of the Foundation that should be continued and prepare annually the goals and objectives of the next year's program.
- * (8) Collect, compile, or develop information needed by the Superintendent, School Board, the media, or the public.
- * (9) Use technology effectively.

Proactive Orientation

- * (10) Exercise proactive leadership in promoting the vision and mission of the Foundation
- * (11) Anticipate potential problems and design processes and procedures to address them.
- * (12) Demonstrate initiative in fulfilling responsibilities.

Continuous Improvement

- * (13) Set high standards and expectations for self and others.
- * (14) Keep abreast of current developments, system issues, and changes.
- * (15) Provide training and updates in effective communication skills for employees.

Technical/Professional Knowledge

- * (16) Coordinate the planning and operation of community outreach such as business partnerships.
- * (17) Assist in the preparation of the budget to support Foundation programs.
- * (18) Designing a communications campaign that supports the Foundation and brings attention to the activities of the Foundation.
- * (19) Design fund-raising activities to support the work of the Foundation.
- * (20) Identify objectives and goals of the Foundation that will clarify Board members' roles in public relations, fund-raising, and distribution of funds for worthwhile education projects and purposes.
- * (21) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

Constancy of Purpose

- * (22) Plan special events for recognition and awards for the Foundation.
- * (23) Serve as a resource to the Superintendent.
- * (24) Assist with any training determined necessary for the Board of Directors.
- * (25) Exhibit support for the District's vision, mission, goals, and priorities.

DIRECTOR OF PASCO EDUCATION FOUNDATION, INC. (Continued)

- *(26) Serve as a district representative at emergency shelters as determined by the Superintendent.

Managerial

- *(27) Coordinate all activities of the Pasco Education Foundation, Inc. which include but are not limited to communications, fund-raising, grant applications, and fund distribution processes.
- *(28) Prepare or supervise the preparation of all required reports and maintain all required records.

Decisiveness

- *(29) Make and share decisions in a timely manner.
- *(30) Respond quickly to emergency situations.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel. The Board of Directors of the Pasco Education Foundation, Inc. will assist in the evaluation.

Job Description Supplement No. 11

***Essential Performance Responsibilities.**

Board Action	_____
Approved	<u>8/17/99</u>
Revised	<u>3/6/07</u>