

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AMERICORPS SITE COORDINATOR

Qualifications:

- (1) High School Diploma or equivalent with post-secondary business /supervising training or equivalent work experience.
- (2) Seven (7) years successful supervising/clerical experience.
- (3) Type 60 WPM.
- (4) computer proficiency.

Knowledge, Skills and Abilities:

Good communication skills, good interpersonal skills, excellent organizational skills, high tolerance for stress, experience working with HOSTS program, confidentiality, knowledge of software, and ability to interact positively with others.

Report To:

AmeriCorps Program Director

JOB GOAL
To provide clerical assistance to the AmeriCorps Program Director.

SUPERVISES:

N/A

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 provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

Pay Grade 2

AMERICORPS SITE COORDINATOR (continued)

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Answer telephone, screen calls, schedule appointments, prepare correspondence, type purchase orders, open all mail and respond or forward to appropriate person, order office supplies and data entry as needed.
- * (2) Oversee the confidential fax machine.
- * (3) Clock in all leave forms and verify complete data of AmeriCorps members.

Employee Qualities/ Responsibilities:

- * (4) Maintain confidentiality of student and personnel information as well as District's information.
- * (5) Report to work punctually and regularly.
- * (6) Exhibit positive attitude toward work and others.
- * (7) Maintain sensitivity to internal political changes.

System Support

- * (8) Provide typing services for AmeriCorps and affiliated programs.
- * (9) Attend meetings, conferences and training relative to AmeriCorps and reading intervention programs.
- * (10) Prepare contacts for School Board and employees after ratification.
- * (11) Coordinate and attend meetings, trainings and conferences as necessary.
- * (12) Copy, proof and deliver reports to the district and Volunteer Florida as directed.
- * (13) Serve as custodian for all records from partner schools.
- * (14) Assist with payroll for all AmeriCorps members by completing, preparing, reviewing, and maintaining all service records and timesheets.
- * (15) Type letters and memorandums as directed.
- (16) Perform other duties as assigned

*Essential Performance Responsibilities