



Classified Job Description

CSEA Revised: June 18, 2015
NJUHSD Board Revised: June 24, 2015

Position Title:	DISTRICT SCHOLARSHIP/FUND DEVELOPMENT COORDINATOR
Contract Term:	11 months
Salary Range:	23

GENERAL DEFINITION:

Coordinates the district-wide student scholarship program, district community relations and fundraising efforts.

UNDER SUPERVISION OF:

Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administers the district-wide scholarship program, including all contact with scholarship donors and applicants and distributes scholarship payments.
2. Organizes and chairs the District and Nevada Union Scholarship Committee meetings.
3. Assists sites with Senior Honors Night including programs, invitations to presenters and notification to seniors.
4. Assists school sites with the compilation of the master award lists, graduation programs and communication with local newspaper and radio stations.
5. Assists seniors and parents with scholarship and financial aid applications.
6. Performs community outreach including: brochures, membership in community organizations, personal contact with community businesses and service organizations.
7. Act as liaison with the Nevada Joint Union High School District Foundation to assist in coordination of scholarship and scholarship related fund raising activities.
8. Develops new, and expands existing, scholarship prospects and opportunities in order to enhance and strengthen the partnership of the high school district and community.
9. Maintains regular contact with local media organizations.
10. Updates the District Scholarship web page.
11. Pursues outside funding for district schools and programs through grants, fundraising and donations.
12. Chairs the monthly Community Relations and Fund Development Team meetings.
13. Organizes and attends evening activities at district schools as needed.
14. Researches, confirms and submits student nominees for local, state and federal awards and honors programs.
15. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
16. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Experience working with high school students. Familiarity with the local community.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.