

**Vail Unified School District  
Job Description**

**Job Title: COMMUNITY AND CONNECTIONS DIRECTOR**

**Department:** Community Programs/District Office

**Reports To:** Director of Community Programs/Superintendent

**FLSA Status:** Exempt

**Level:** 24

**Approved:** September 20, 2018

**SUMMARY**

Provides support and direction for the District's business, volunteer, and community partnerships. This position is the primary liaison between district staff and identified community, business, and volunteer groups to facilitate and strengthen the District's mission and goals. The position also facilitates efforts regarding PBIS, suicide prevention, and social emotional learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees and is responsible for liaison activities to promote community engagement, event planning, marketing and public relations, project coordination, project management, and overall organization for the following groups and approved activities (this list is representative, and is not inclusive of all groups or activities):
  - Vail Pride Day
  - Vail Family University
  - Religious Leaders
  - Wellness Coalition
  - Angel Tree
  - Volunteer Coordinators
  - Reading Heroes
  - Student Services Coordinators
  - United Way Campaign
  - Vail Cares Cadre
  - Suicide Prevention
  - PBIS (Positive Behavior Interventions and Support)
  - Social and Emotional Learning
- Works closely with Director of Community Programs, Superintendent, and District leadership to inform of activities and needs, identifies and leads new programs and activities, monitors and revises list of appropriate programs and activities, and ensures activities and programs are strategically aligned to with other District activities and goals.
- Review, monitors, drafts, and implements policies and procedures related to assigned responsibilities and activities.
- Coordinates meetings and special gatherings in support of assigned programs.

- Maintains records, tracks budget and expenditures, and prepares reports.
- Represents the District at community meetings, professional conferences, lectures, and events.
- Coordinates District efforts regarding PBIS, suicide prevention, and social and emotional learning.
- Maintains a professional work attitude and work environment that generates team unity, trust, and collaboration.
- Establishes and maintains effective working relationships with the Governing Board, community groups, representatives of local and state agencies, families, and the public.
- Demonstrates satisfactory knowledge of District's vision, mission, guiding principles, and policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises the Community Programs Special Project Assistant, Community Programs Administrative Assistant, and other classified staff and volunteers, as assigned.

### **QUALIFICATIONS**

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.

### **EDUCATION and EXPERIENCE**

- Bachelor's Degree in education, public relations, business, marketing, or public administration and minimum three years experience in teaching and/or related programs.
- Preferred Education: Master's Degree in education, public relations, business, marketing, or public administration.
- Minimum three years Vail School District work experience is preferred.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Community Programs or the Superintendent.

### **ABILITIES**

Ability to identify, plan, and coordinate all aspects of assigned activities and responsibilities. Ability to work independently and collaboratively, prioritize work take initiates and manage multiple tasks to meet deadlines.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

## **CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional situations. Responds promptly to staff and customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

## **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

## **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Proof of a valid Arizona driver's license and current automobile insurance are required.

## **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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather. The noise level in the work environment is usually moderate.

## **TRAVEL**

This position requires the employee to be able to travel efficiently between the district office and local or regional destinations. Travel is occasional in the local area with infrequent trips within the state.