

**Vail Unified School District
Job Description**

Job Title: VAIL PRIDE DAY SUPPORT SPECIALIST

Department: Community Programs

Reports To: Community and Connections Director

FLSA Status: Classified

Level: 10

Approved: September 20, 2018

SUMMARY

Provides support to the co-chairs of Vail Pride Day by performing a variety of duties and interacting with staff, volunteers, and community members.

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 duties and responsibilities.

- Provides insight, feedback and support for committees within the Vail Pride Day (VDP) planning committee
- Offers support and information to office managers and principals assisting with verifying placement of Rookie of the Year (ROTY), Support Staff of the Year (SSOTY) and Teacher of the Year (TOTY) nominees
- Assists in providing organizational structure and timeline for VPD Committees where necessary
- Provides and updates detailed job descriptions for each individual subcommittee member within the larger VDP Committee.
- Creates the VPD Staff Luncheon and Awards Ceremony Invitation
- Creates Keynote presentation for the VPD Staff Luncheon and Awards Ceremony
- Communicates with office managers regarding details of VPD Teachers and Support Staff of the Year name pronunciations and spelling
- Assists with the organizational seating for VDP Staff Luncheon and Awards Ceremony
- Follows up with volunteers to assist with award recipients at VPD Staff Luncheon and Awards Ceremony (assisting people on stage, working door prize booths, etc.)
- Creates system of tracking past VPD Staff of the Year award recipients, including “runner-ups” for each year for people to refer to the following year
- Assists with Volunteer Luncheon by verifying information from nomination database and verifying with Volunteer Coordinators
- Creates/Updates Keynote Presentation for Volunteer Luncheon
- Attends Volunteer Coordinator meetings when needed to offer guidance and support to the VAOTY process
- Offers support to the Sponsorship Committee by assisting with the organization of forms and assistance with a variety of duties, as assigned
- Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities. May provide work direction to others, 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/or EXPERIENCE

- Minimum Associate's Degree in general studies. Bachelor's degree or higher preferred.
- Minimum three (3) years work and/or community experience in the Vail School District.
- Highly skilled in word processing and spreadsheet applications. Experience with database and presentation software preferred.
- Or any equivalent combination of experience, education, and training as determined appropriate by the Connections and Community Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge commonly used office concepts, practices and procedures.
- Ability to establish and maintain effective working relationships with supervisor, District staff, business professionals, Governing Board, and the general public.
- Ability to be highly organized and detail oriented.
- Ability to coordinate and complete multiple tasks and assignments at one time.

LANGUAGE SKILLS

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, articles, proposals, contracts, common scientific and technical journals, financial reports, and legal documents. 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, parents, community members, Governing Board, and the general public.

MATHEMATICAL SKILLS

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to create and interpret graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS

Arizona issued driver's license and personal automobile insurance that meets the State's minimum requirements.

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; use hands to finger, handle, or operate computers, objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, and ability to adjust focus.

Must be physically able to operate a motor vehicle. Able to work evenings and weekends, as assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Primarily in an office environment; subject to constant interruptions. Occasional outside activity that may take place during extreme hot or cold temperatures. The noise level in the work environment is usually moderate.