

COMMUNITY RESOURCES COORDINATOR

GENERAL STATEMENT OF DUTIES: At the request of teaching staff, provides resources from among persons in the community whose topics or materials can enhance the curriculum; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbent meets with teaching personnel to gather their requests for resources (i.e. speakers, demonstrators or performers) whose topics, materials or presentations teachers need to augment the curriculum. Incumbent has no involvement with curriculum planning, implementation or evaluation.

EXAMPLES OF WORK: (Illustrative Only)

Meets with teachers in person or consults on the telephone regarding requests for the kinds of resources teachers need to illustrate the curriculum;

Organizes an efficient system for logging requests and contacting resources;

Notifies teachers and other staff of impending visit of resource and arranges for resources to be met and guided to proper rooms or areas;

Maintains a detailed up-to-date file of community persons who are willing and might be needed to serve as resources;

Forwards to teachers any available information on potential resources;

Asks teachers for evaluation of the effectiveness of resource and maintains information on file.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of community or communities served by the school district; ability to organize resource materials and files; ability to communicate effectively with teaching staff and community; resourcefulness; initiative; organizational skills; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Graduation from high school or possession of an equivalency diploma and four years of work experience, two of which must have included research, public relations, organizational or community affairs work; or (b) graduation from a recognized college or university with a Bachelor's Degree; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.