

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Community Engagement Specialist (M87)** Lane Placement: 3
Department / Location: Associate Superintendent FLSA Classification: Exempt
Supervisors Title: Associate Superintendent Contract: 245 Days- 4 hrs/day
Original date: 07/21 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

The **Community Engagement Specialist** will coordinate, attend and engage with local public and private stakeholders related to the Jordan School District. May assist in coordinating, scheduling and staffing public and other District events. May assist in monitoring legislation, policy, ordinances and state board rules that may impact the school district.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in coordinating, scheduling, and staffing public and other school district events.
- Coordinate, attend, and engage with local public and private stakeholders for various events. This may include meetings for organizations such as cities and city councils, Salt Lake County, local chambers of commerce, Utah State Board of Education and other district stakeholder groups.
- Actively engage and participate in public, district, and community events.
- Coordinate and engage with initiatives designed to promote Jordan School District and its role within the municipalities it serves.
- Serve on and attend various Chambers of Commerce meetings.
- Coordinate with the Board’s Government Relations committee as needed.
- Assist in monitoring legislation, policy, ordinances and state board rules that may impact the District.
- Requires travel using own transportation to school and District sites.
- Assist as needed with the Jordan Education Foundation
- Assist with LAND Trust plans and training for schools.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee’s normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires any combination of education and/or experience equivalent to a bachelor's degree in marketing, business, communications, public relations or related field, plus four (4) or more years' experience in marketing, communications, government and community relations engagement or related experience.
- Requires flexibility in schedule in order to conduct presentations or attend meetings at various times, including morning or evening.
- Extensive experience as an event coordinator strongly preferred.
- Experience with, and strong understanding of, Utah School Trust Lands program strongly preferred.
- Successful and relevant prior experience working at the executive level in a public school district, institution of higher education or government agency strongly preferred.
- Must possess detailed understanding of the political, demographic and ethnic dynamics of the communities making up the Jordan School District.
- Must possess a comprehensive knowledge and understanding of the District's goals, objectives and priorities established by the Board of Education.
- Must have advanced written and verbal communications skills.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Excellent computer skills with Microsoft office application (e.g. Word, Excel, PowerPoint, etc.)
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*