



Little Rock School District

JOB DESCRIPTION

Position Title: VIPS School Specialist (Coordinator)

Prepared Date: 12/16/2021

JOB GOAL:

Coordinator for Volunteers in Public Schools/Partners in Education (VIPs/PIE) is responsible for establishing and maintaining volunteer programs through recruitment, screening, and training of volunteers designed to aid teachers in the education of all children. This includes strategies for reaching underrepresented groups of parents/guardians and community members.

TERMS OF EMPLOYMENT:

Eleven (11) month (220 days) contracts, Pay 802 Grade 13, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Minimum of a bachelor's degree and at least two years in volunteer program management--experience in a public school setting preferred. Volunteer Management Certificate (CVM) is strongly desired.
2. Evidence of strong skills in meeting and dealing with the public in a manner that will promote a positive image of the Little Rock School District including strong organizational skills, oral and written communication skills, and interpersonal skills.
3. Demonstrated ability to develop and monitor program budgets and monitor record keeping of budget.
4. Demonstrated ability to promote services to students and their families within the context of multicultural understanding and competence that enhances families' support of student learning experiences.
5. Advanced computer skills with demonstrated competency in standard office administration programs such as Microsoft programs (including Word, Excel, PowerPoint, and Access).

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Works with school staff to develop, implement and evaluate parent and community involvement and community outreach activities. Carries out supervisory responsibilities in



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accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees. They also include planning/assigning work, appraising performance, disciplining employees, addressing complaints, and resolving problems.

2. Serves as District liaison with many organizations and works with the community Board of Directors. Assists in identifying strategies and practices that strengthen community and parent involvement district-wide. Develops training curriculum, training processes and guidelines, policies, and procedures accordingly. Handles at-risk issues. Counsels and mediates staff/volunteer issues as needed. Staffs the Partners-in-Education and AR Scholars programs.
3. Assesses needs of community members. Assists in the coordination of community involvement activities and services with other agencies and organizations. Assists in the coordination of the business partnership program at the school site. Makes presentations to community on ways to become involved. Raises money to supplement department programs.
4. Manages daily operations of VIPS office; provides budgeting and bookkeeping services; edits department materials, etc.
5. Promotes and provides support for the annual district-wide VIPS recognition event.
6. Works on special projects as assigned. Advises District on volunteer issues and policies.
7. Performs other related duties consistent with job description and assignment.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.