



Community Outreach Coordinator
Job Description

Reports To:	Director of Assessment and Accountability
FLSA Status:	Exempt
School Classification:	Certificated
Stipend Pay Range:	Tier 3, Technical Oversight Stipend \$600 per month,
Work Schedule:	11 Months, (4) hours per week
Location:	Remote Office

Job Summary:

The Community Outreach Coordinator will facilitate outreach in the community to support students and families. Emphasis will be placed on community outreach in various regions to build awareness of Excel Academy Charter School and building partnerships within the community, on education platforms, public libraries, and more. Partnerships will include but not be limited to expanding literacy and awareness of community.

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 qualifications and skills required.

Qualifications (Determined by the Employer):

- Employee in good standing with the employer, with time available to complete stipend responsibilities without interfering with the completion of their primary duties.
- A valid, current, and appropriate California state teaching credential for teaching staff.
- State and Federally Mandated Qualifications:
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

Special Requirements

Residency in the locality to which assigned

Employee will be assigned to one of the following regions:

- Orange County: Laguna Niguel/Mission Viejo, Fullerton/Anaheim, Long Beach/Seal Beach, Huntington Beach
- LA-Hawthorne (West Coast)
- LA-Burbank/Pasadena
- LA/Ventura-Thousand Oaks
- San Bernardino/Chino Hills
- Riverside-Riverside, Murrieta/Temecula
- San Diego

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead 2-3 Community recruitment events per month.
- Research, develop, organize and host all elements of the community recruitment events; this includes research, design, development, and execution of events.
- Market community recruitment events to the public and internally to current students and families.
- Research local education publications, social media, and influencers to develop partnerships and market through multiple platforms.
- Share marketing materials with local businesses, preschools, libraries, community/civic centers
- Build partnerships with community providers and distribute swag and school information.
- Make the Community Team aware of upcoming events in your assigned region to add to the Excel Academy monthly newsletter.
- Collaborate with Community Team to highlight upcoming events in assigned region on social media; develop connections in regions through advertisements in public locations (i.e. sharing Excel Academy rack cards, pamphlets).
- Coordinate with the Community Team to arrange for promotional materials at local events if the Community Team is unavailable.
- **Other Duties:**
Any an all other duties assigned by the supervisor including but not limited to:
- Document and report to the school’s management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 1 business day.
- Represent the school at community events.

Abilities:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required.
- Ability to work overtime as assigned if applicable.
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

Physical and Environmental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

Employee Signature

Printed Name

Date