

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST II, Community Resources—Speaker's Bureau

#### QUALIFICATIONS

- Two (2) years college.
- Two (2) years experience in a related field or educational equivalence.
- Knowledge of community agencies and organizations.
- Ability to communicate effectively with the public, school administrators and teachers.
- Knowledge of computer applications as they relate to specific job functions.
- Knowledge and application of School Board policies and procedures.

**REPORTS TO** Dividends Manager

**SUPERVISES** No supervisory duties

### POSITION GOAL

*To identify, develop and coordinate business and community resources for Speaker's Bureau and job shadowing program in the Seminole County Public Schools.*

### PERFORMANCE RESPONSIBILITIES

1. \* Recruit available resource people from the community to present educational programs that enhance the curriculum in Seminole County Public Schools.
2. \* Interpret the philosophy of the Community Resource Program to teachers and the community.
3. \* Maintain a current comprehensive data base of Community Resource and job shadowing volunteers.
4. \* Schedule and process teacher requests for community resource volunteers.
5. \* Arrange for evaluation of the Community Resource Volunteer by the classroom teacher.
6. \* Make appearances on behalf of Dividends for civic groups, clubs and other groups expressing an interest in the Dividends program.
7. \* Arrange for appreciation and recognition of community resource volunteers.
8. \* Recommend promotional ideas that are practical for use in connection with the Dividends Program.
9. \* Provide orientation for teachers and administrators in the utilization of the community resource volunteers and conduct annual workshop for new school contacts.
10. \* Promote use of the community resource volunteers by schools.
11. \* Publish, update, and distribute to schools a community resource and field trip catalogue, as well an Art-See Inventory catalogue.
12. \* Coordinate and implement Career Day and job shadowing experiences for students throughout the district.
13. \* Communicate with school personnel regularly about use of resource speakers.
14. \* Monitor, screen, and evaluate speakers in the classroom.
15. \* Promote new programs as appropriate in schools.
16. Perform other duties as assigned by the Dividends Manager.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**C-C1 \$27,595 - \$49,004**  
 M-11 D-223 H-1672.5  
**C-C2 \$24,252 - \$43,066**  
 M-10 D-196 H-1470

**POSITION CODES**

PeopleSoft Position **TBA**  
 Personnel Category **14**  
 EEO-5 Line **44**

**ADA CODES**

2 **TBA**  
 3 **TBA**  
 4 **TBA**

**BOARD APPROVED**

**September 8, 1998**

Function **9100**  
 Survey Code **91010**  
 Job Code **1960**  
  
 Job Code **1960T**