

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SUPERVISOR, Take Stock in Children

#### QUALIFICATIONS

- Associate's degree required. Bachelor's degree preferred.
- Experience or educational background in the areas of child psychology, education, or social work.
- Previous non-profit supervisory experience and classroom/school experience preferred.
- Database experience for maintaining records and documentation pertaining to program promotion and school visits.
- Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively with students, parents, school administrators and staff, and the public.
- Knowledge and application of School Board policies and procedures.
- Excellent relationship building skills.
- Ability to recruit, manage, train, and motivate volunteers.
- Ability to provide outstanding customer service.
- Adept in all Microsoft Office software programs (Word, Excel, PowerPoint, Outlook, Access).
- Excellent oral and written communication skills.

#### SUPERVISION

**REPORTS TO SUPERVISES**      Program Manager, The Foundation for Seminole County Public Schools  
Assigned Personnel

#### POSITION GOAL

***To initiate, facilitate and administer, in accordance with organization policy, the Take Stock Program to include program planning, implementation, evaluation; volunteer and donor cultivation, program promotion; logistics; information technology; and to coordinate the activities of volunteers.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Monitor student performance, implement student success plans, and monitor mentor participation.
2. \*Assist in the organization, coordination and production of contract signing and other mentor/student events to meet and establish rapport with students, parents, and mentors.
3. \*Track students' grades, attendance, and behavior on a quarterly basis.
4. \*Collaborate with in-school coordinators to monitor student performance and mentor/mentee relationship.
5. \*Identify potential problems and intervene as necessary to ensure student success.
6. \*Integrate a program with District initiatives and form partnerships with other organizations to expand and enhance service for scholars.
7. \*Oversee and participate in the student selection process.
8. \*Complete monthly student/mentor performance reports.
9. \*Recruit, train, and assign mentors to students.
10. \*Maintain monthly log of student/mentor meetings.
11. \*Conduct on-going communication and provide on-going support for mentors.
12. \*Attend community events for the purpose of recruiting volunteers and securing donors.
13. \*Provide requested program data and assist Program Manager as requested for the purpose of securing grant awards.
14. \*Initiate necessary changes to improve the program, i.e. program sustainability.

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- 15. \*Participate in Foundation activities and events when deemed appropriate by Program Manager.
  - 16. Perform other duties as assigned by the Program Manager of The Foundation for Seminole County Public Schools.
- \*Denotes essential job function/ADA*

**NOTE: This position is a one-year position. There is no guarantee of continued employment after the first year.**

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

|                         |   |
|-------------------------|---|
| <b>Sitting</b>          | Resting with the body supported by the buttocks or thighs.  |
| <b>Standing</b>         | Assuming an upright position on the feet particularly for sustained periods of time.  |
| <b>Walking</b>          | Moving about on foot to accomplish tasks, particularly for long distances.  |
| <b>Balancing</b>        | Maintaining body equilibrium to prevent falling when walking, standing or crouching.  |
| <b>Bending</b>          | Lowering the body forward from the waist.   |
| <b>Stooping</b>         | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  |
| <b>Reaching</b>         | Extending hand(s) and arm(s) in any direction.  |
| <b>Lifting</b>          | Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 40 pounds of force. |
| <b>Finger Dexterity</b> | Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.   |
| <b>Talking</b>          | Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.                         |
| <b>Hearing Acuity</b>   | The ability to perceive speech and other environmental sounds at normal loudness levels.  |
| <b>Visual Acuity</b>    | The power to see at a level which allows reading of numbers and text.   |

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

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|--|---|---|--|
| <b>PAY GRADE</b><br>AO-15-I <b>\$33,121 - \$53,095</b><br>District Salary Schedule<br>Months 12<br>Annual Days 258<br>Weekly Hours 37.5<br>Annual Hours 1935 | <b>POSITION CODES</b><br>PeopleSoft Position TBD<br>Personnel Category 12<br>EEO-5 Line 44<br>Function 9100<br>Job Code 1459<br>Survey Code 91010 | <b>FLSA</b><br><input type="checkbox"/> Applicable<br><input checked="" type="checkbox"/> Not applicable<br><br>ADA Information Provided by Davia Moss<br>Position Description Prepared by Davia Moss | <b>BOARD APPROVED</b><br>April 7, 2015<br>August 24, 2004<br><br>Previous Board Approval |
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