

Sheffield City Schools
Job Description – Grant Writer/Public Relations/Volunteer Coordinator

POSITION TITLE: Grant Writer/Public Relations/Volunteer Coordinator

QUALIFICATIONS: Bachelor’s degree, or higher from an accredited institution. A valid Alabama State Professional Educators Certificate in technology, business, or related field. Must enjoy writing and producing technical written documents. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Deputy Superintendent

JOB GOAL: To create and provide engaging and challenging work for students to maximize each student’s ability in accordance with local and state courses of study.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Research grant opportunities and write for as many as possible. Goal would be to pay for salary and benefits in addition to bringing more funds into the district for our youth.
2. Develop a Web page for the district and a connecting Web page for each school and unit (i.e. Maintenance, Food Service, and Nursing). Web page to be updated each month.
3. Help coordinate volunteerism at the district level.
4. Coordinate work with Sheffield Education Foundation.
5. Recruit volunteers to work with students who are at-risk (i.e. especially at our alternative schools).
6. Become the contact person for newspaper, radio, and television to help get the positive Sheffield story to the media.
7. Become the contact person in finding and maintaining Adopt-a-School and Partners-in-Education Programs.
8. Develop brochures, “talking points”, etc. for distribution to the public via churches, Kiwanis, Rotary, libraries, realtors, and other groups.
9. Provide articles for “The Bell” for community publication for the Central Office and Education Foundation.
10. Work in coordination with the parent coordinator.
11. Work in collaboration with new and veteran teachers through the district’s mentoring, and Classroom, Organization, and Management Program (COMP) programs.
12. Assumes responsibility to perform any other tasks assigned by the Superintendent

TERMS OF EMPLOYMENT: As assigned by the Board

SALARY: Salary in accordance with Board approved State Teacher Salary Schedule

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board’s policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.