



**BUSINESS PARTNERSHIP COORDINATOR /
EXECUTIVE DIRECTOR OF JUDSON EDUCATION FOUNDATION**

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor Degree

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in one or more of these area: community relations, volunteer coordinator, fund-raising, or marketing
- Strong community relations
- Organizational and leadership skills
- Strong oral and written communications skills
- Sensitivity to cultural diversity
- Knowledge of community and civic organizations
- Flexible schedule – must be able to work evenings and weekends when necessary

DUTIES AND RESPONSIBILITIES

1. Develops and maintains mutual beneficial relationships between the community, District, and Judson Education Foundation
2. Initiates and coordinates events that positively promote the District
3. Initiates and coordinates events that benefit Judson Education Foundation
4. Recruits, screens, trains, and places mentors
5. Develops and implements a plan for increased participation from all areas of the community to include businesses, parents, civic organizations, non-profit agencies, and other community groups
6. Assists campus administrators with special events
7. Initiates and coordinates district-level special events and recognitions in conjunction with the Public Information Department
8. Initiates and coordinates the New Teacher Banquet, District-wide United Way campaign, local Legislator's luncheon in Austin, golf tournaments, Employee Recognition Banquet, and the Prize Patrol
9. Assists campus administrators and/or teachers in the following capacities: provide contacts for donation requests, recruit guest speakers, recruit and train mentors, and provide door prizes, goodies, and incentives when available
10. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE5

NUMBER OF DAYS: 216

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised 02/04/09