

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title: CMC Education Foundation/Community  
Relations Coordinator**

**Department: Communications**

**Grade I  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: August 2019**

**Reports To: CMC Education Foundation  
Executive Director**

**Purpose of Job**

The purpose of this position is to support the work of the CMC Education Foundation; oversee the coordination of the Foundation's Teacher Warehouse; and support CMCSS community relations and partnerships.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Manages and coordinates the CMC Teacher Warehouse with duties to include:

Oversees volunteer management and coordination through maintaining database for appointment scheduling and volunteer tracking

Works with businesses and the community to coordinate donation drop off and pick up

Implements and generates ideas to promote the CMC Teacher Warehouse internally

Maintains inventory of donations and tracks donation and volunteer data for Executive Director

Oversees store openings and volunteers during operating hours

Prepares supply orders for Executive Director as needed

Assists with special events of the CMC Teacher Warehouse; such as "Stuff the Bus" and "Pass and Go"

Coordinates volunteers for CMCSS community programs and events as required

Assists with the execution of marketing strategies to help secure potential donors for all Foundation and school system programs

Assists with annual fundraising and special event planning

Provides project management assistance for various programs of Foundation

Assists with presentations and awareness campaigns for various school system and Foundation programs

Prepares meeting packets for community/board meetings

Maintains and updates databases for community relations, CMC Education Foundation and Partners in Education

Prepares deposits for appropriate accounts adhering to Foundation financial policies

Performs various bookkeeping and accounting functions as directed by Executive Director and/or Communications supervisor

Maintains positive relationship with outside accounting firms

Assists with year-end close out procedures and entering closing entries

Assists in the review of monthly and quarterly reports from accountant; comparing data with Executive Director for accuracy and compliance

Processes appropriate bookkeeping functions in payments ensuring that they are approved by the Executive Director, coded accurately, properly classified, paid to the proper payee with the correct amount and with the required documentation; and that proper policies and procedures have been followed in making payments.

Analyzes invoices prior to payment to ensure that non-applicable charges (such as sales tax) are not paid. Compare invoice pricing with purchase order to ensure that prices charged are in line with the purchase order.

Reconciles any discrepancies noted

Enters and files Professional Leave forms for the Executive Director in compliance with CMCSS travel regulations, notes any discrepancies and, if appropriate, returns voucher or request to Executive Director for additional documentation or correction

Generates invoices/statements for accounts receivable; processes and distributes as appropriate.

Supports Foundation accountant in reconciliation of bank statements

Prepares purchase orders for CMC Education Foundation

Travels to bank to make deposits

Assists with the execution of marketing pieces to help secure potential donors for Foundation programs

Assists with annual fundraising and special event planning

Assists with project management for various programs of Education Foundation

Assists with planning and implementation of special events for CMCSS Community Relations and Education Foundation

Assists in photographing Foundation events, programs, and headshots as required

Prepares meeting packets for Foundation Board meetings

Notifies Foundation Board members of meetings.

Attends, records, and prepares minutes for Foundation Board meetings.

Maintains Executive Director's and Foundation calendars.

Communicates with CMCSS departments and schools in a professional manner regarding Education Foundation needs and programs

Updates and maintains all Foundation and community relations stakeholder group contacts

Assist with coordination of volunteers for general CMC Education Foundation community programs and events

Assists Executive Director with editing and/or coordinating the preparation of written materials in a professional manner including; presentations, reports and additional materials as needed

Prepares and/or generates correspondence, letters, memoranda, forms, printed materials, and other communications.

Uses various office machines/equipment to prepare reports and other documents

Receives opens and distributes incoming mail; prepares outgoing mail

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary

Performs copying, collating, distribution of Foundation materials as requested

Makes meeting room reservations and updates

Provides and prepares appropriate travel arrangements for the Executive Director

Assists with document management of Education Foundation files

Maintains a working knowledge of various computer equipment and software programs

Assists the Executive Director in maintaining and updating CMC Education Foundation website to provide an accurate source of information to shareholders

Assists Executive Director with the management of all CMC Education Foundation social media sites, including Twitter and Facebook

Works with the Executive Director and Graphics staff to create designs for certificates, strategic posters, invitations, sponsorship forms, signage, and promotional media materials

Consults on arrangement of art work and photographs and selects style and size of type, considering factors such as size of project, design, layout, sketches, and method or printing specified

Consults on size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts

May also assist other administrative staff with overflow work, including word processing and research tasks

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or GED) required, with three to five years of administrative experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, preferred 2-year Associates Degree. Knowledge of various software programs such as Microsoft Word, Excel, Quick books for software and Outlook required. Some night and weekend work required.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Communications Department practices as they pertain to the performance of duties relating to the job of CMC Education Foundation/Community Relations Coordinator. Has general

knowledge of Communications practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of CMC Education Foundation/Community Relations Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of CMC Education Foundation/Community Relations Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**