JOB DESCRIPTION

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| **Job Title:** | Site Coordinator | **Revision Date:** | July 28, 2021 |
| **Job Code:** | **86522** | **FLSA:** | **Exempt** |
| **Salary Plan:** | Support | **Revised By:** | ReGina A Etter |
| **Pay Grade:** | SCH013 | **Comp Reviewed By:** | Judy Golter |
| **Funding Source:**  **Work Location:** | Federal  (3) Budgeted and works in schools | **Duration; # of months** | 12 months |

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| **Job Summary (2-3 sentences describing job purpose):**  MSAP Site Coordinator will be housed at one of the magnet schools\* to ensure the grant requirements are met with fidelity, recruit and market, develop reports, manage renovations, plan and implement the MSAP budget, keep accurate records, manage social media content and data, and communicate effectively with families and partners. Position is grant funded 2020-25. \*Alex Green, Carter Lawrence, Tom Joy (elementary) and, I T Creswell (Middle) schools.  **Reports to:**  Director, Magnet School Assistance Program  **Department Name:**  Office of Innovation, Magnet School Assistance Program  [**Primary Job Duties/Responsibilities**](#_top)**:** List, in the order of importance or time spent, the essential duties/tasks performed by the position. This is not an exhaustive list and employees may be assigned additional duties by management as required. | |
| Job Duty/Resp. 1: | Ensure all requirements specified by the federal grant priorities are effectively monitored and accomplished utilizing consistent use of discretion and judgment in its performance. |
| Job Duty/Resp. 2: | Communicate effectively with grant participants, partners, and district personnel. |
| Job Duty/Resp. 3: | Order Magnet School equipment, materials and supplies as awarded in the grant and ensure that items are put in use in a timely manner. |
| Job Duty/Resp. 4: | Plan and administer the grant budget under the direction of the Director; maintain a spreadsheet of expenditures and audit file of all grant activities. |
| Job Duty/Resp. 5: | Maintain accurate records of attendance for project events and participant progress. Collect all audit documentation and work closely with the MSAP independent evaluator and the comprehensive school reform model to prepare required audit reports. |
| Job Duty/Resp. 6: | Develop and prepare interim and end of year reports in collaboration with the independent evaluator and Director. |
| Job Duty/Resp. 7: | Make all decisions and perform all tasks in accordance with Metro Nashville Public Schools and comply with applicable federal laws and regulations. |
| Job Duty/Resp. 8: | Work with the Director of Magnet Schools, Chief Officer of Innovation, other district staff and contractors to design and create marketing content that supports implementing of the MSAP program. |
| Job Duty/Resp. 9: | Collect data on marketing analytics at the school level and use multiple platforms to communicate with families. |

Instructions: Fill in all blanks and dropdowns. Kronos access questions must be completed for payroll.

**Education and Experience Requirements**

**Education** (training/degree)**:** Required minimum: Bachelors Preferred: Masters in marketing, public relations, communication, English, or journalism

**Experience Requirements:**Bachelors plus five years of experience in a communications or marketing role or Masters plus three years of experience

**Licenses, Certifications or Registrations Required:** Click here to enter text.

**Skills Required:** Three years minimum experience with project management, grants, budgets, site-based leadership, or other management positions. Preferred: experience managing a long-term project in an educational setting, community relationships, and managing social media content and accounts.

[**General Skills, Responsibilities, Requirements, and Impacts**](#_top)

**Data Responsibility:**

Level 6: Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

**People Responsibility:**

Level 3: Attends to the needs or requests of people and exchanges information with them.

**Assets Responsibility:**

Level 4: Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money

**Mathematical Requirements:**

Level 4: Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

Level 5: Reads professional publications; composes complex reports and manuals; speaks formally to small groups within and outside the organization.

**Complexity of Work:**

Level 5: Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Impact of Decisions:**

Level 4: Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage (if applicable):**

Level 3: Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

**Safety of Others:**

Level 1: Requires no responsibility for the safety and health of others.

**Kronos Set Up Data:**

**Meal Deduction –** Most Bransford office and district level employee have a meal deduction. They are scheduled 8.5 hours per day and get an hour lunch. Itinerants and retirees get a 30 minute lunch period and therefore do not have a meal deduction. All school based employees will not have a meal deduction. No Meal Deduction

**Travel –** Itinerant non-exempt employees who travel will be using the time clock differently than others and are paid for travel time between work locations. Employee does not or seldom travels

**Compensatory Time vs. Overtime (Support Non-Exempt Employees only) –** Does this department have overtime budgeted, i.e. Maintenance, Transportation, Food Service. If not, employees accrue comp time only. Exempt Employee - can not accrue comp or overtime

**Restrictions –** Should employee be restricted to punch in and out within 7 minutes of their schedule start and end times? No, Do not restrict punches

**Employee Type –** Clock, phone, supervisor, etc.Time Stamp

**Timekeeper –** Is the employee a timekeeper?No

**ADA Requirements/Compliance**

**Physical Demands:**

Level 2: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

Additional requirements: Click here to enter text.

**Unavoidable Hazards:**

Level 1: The position is exposed to no unusual environmental hazards

**Sensory Requirements:**

Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking.

**Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.**