



Job Description

Job Title: ~~School Business Coordinator~~ School to Work and Fundraising and Grants Director

Department: ~~Teaching and Learning~~ Administration

FLSA Status: Exempt

General Definition of Work:

Performs difficult professional work providing a broad range of teaching services or specific learning programs, assisting students to develop skills, attitudes and knowledge needed as a foundation for future learning in accordance with each student's ability, using a variety of teaching and learning methods at various levels to a targeted audience, and related work as apparent or assigned. Work is performed primarily under the supervision of the High School Principal. Occasional oversight is exercised over paraprofessional or volunteer. Is key lead in coordinating, leading, and managing school-business partnerships.

In charge of donor-relations and grants for the school district. Secure funds for the organization by managing a caseload of donors, assuring that as many as possible are retained as donors and upgraded in their giving and involvement. The benefits of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving to Rock Ridge Public Schools.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Delivers classroom instruction or interventions according to curriculum and/or plan guidelines by implementing instructional activities that contribute to a climate where students are actively engaged in a meaningful learning experience and adhere to the District philosophy and vision. Translates lesson plans into learning experiences in classrooms and business environments conducive to learning by employing a variety of appropriate approaches. Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles and needs. Plans and implements a program of school-business partnerships designed to meet individual student needs.

Monitors student academics and behaviors in and outside of the classroom and business world, and intervenes or refers students to appropriate personnel. Provides a positive environment in which students are encouraged to be actively engaged in the learning process. Maintains effective and efficient student records procedures concerning attendance, behaviors and related school-business information. Adheres to health and safety policies. Communicates effectively, both orally and in writing, with students, parents and other professionals on a regular basis on matters concerning student behavior, abilities, school programs and academic programs. Attends staff meetings to assist in building goals, curriculum development, discuss student progress, etc. Collaborates with peers to enhance the instructional environment. Upholds and enforces board policy, district goals, administrative procedures and school rules and regulations. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Works cooperatively with parent, staff members, administration and community to reinforce the educational program for each child. Attends workshops, seminars and conferences as well as staff, department, curricular development and committee meetings and staff-development session as required. Encourages and facilitates the work of other staff members in a collaborative, supportive environment. Evaluates accomplishments of students on a regular basis using multiple assessment methods; provides progress and interim reports for feedback. Respects the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics and state and federal laws. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum. Works cooperatively with special services staff to report student progress and growth, as applicable. Uses relevant technology to support instruction; demonstrate proficiency on use of district software. Performs other duties of a similar nature or level.

Must be able to lead peer-coaching activities with teachers and business community. Versed in personal learning plans and the ability to make personal learning plans.

Leads fundraising efforts for the school district. In charge of grant writing activities for the school district. Will create a group of caseload donors. Will create individual goals for each donor based on the donor's history of giving and knowledge of that donor's potential. Will create a plan for each donor on the caseload that will serve as the foundational communication and marketing plan for that individual. Will execute such plans faithfully and in a timely manner so that individuals on the caseload are retained and upgraded. Will work to secure appropriate project information and create offers, proposals, and asks that will be used with persons on the caseload to secure gifts. Will create monthly reports that accurately reflect caseload activity and performance. Will perform other major donor activities as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the workings of the business and educational worlds. Thorough knowledge of appropriate level education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school district operations, regulations and procedures; ability to understand developmental appropriateness of materials and behavior; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to operate different technology platforms and equipment related to classroom

instruction; ability to establish and maintain effective working relationships with other staff, students and parents.

Skills and ability in organization, time management, task prioritization and record keeping. Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form. Skills demonstrating high levels of integrity, commitment, and work ethic. Ability to make effective presentations, produce high quality reports, and product publications. Ability to establish and maintain effective working relationships with staff, administration and community in a variety of roles and positions. Ability to work effectively as a team member and as a cabinet-level administrator. Ability to use computers and/or electronic equipment to fulfill job functions. Knowledge of fundraising tactics and strategies and ability to implement. Able to approach both smaller and large potential donors. Knowledge of the grant writing process and ability to follow-through and complete the entire grant writing process, for both large and small grants.

Ability to qualify donors who represent the highest giving potential for the organization. Ability to create reasonable financial goals for each donor based on their past giving and potential. Ability to create a personal contact and ask plan for each donor that takes into account the individual donor's interests, motivations, giving patterns, and ask preferences. Ability to execute the plan for each donor on the caseload, in a timely and cost-effective manner so that donors can be retained and upgraded. Ability to secure project and organization information and create and write effective offers, proposals, and asks. Ability to secure information that can be sent back to donors to report on how their money was used. Ability to create timely reports that reflect caseload and performance. Ability to manage people, process, deadlines, and budget while adhering to the policies and procedures of the organization. Ability to get along with peers, subordinates, and management, and maintain a positive and constructive attitude while solving problems.

Education and Experience:

Bachelor's degree in teaching, or business-related field, or an equivalent combination of education and experience. Experience in educational leadership/administration, public administration or related field. Teaching experience preferred. Experience in fundraising and grant writing preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and speaking or hearing, frequently requires mobility, sitting, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal

protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic). Ability to travel to multiple sites and check-on student progress and talk with business leaders and owners and employees.

Special Requirements: Minnesota Driver's License. **Minnesota Teaching and K-12 Principal Licensure preferred.**

Last Revised: 9/2019 ~~(V)~~ **10/20/25**

