

**CLASSIFICATION DESCRIPTION
CIVIC ENGAGEMENT COORDINATOR**

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Director of Curriculum and Instruction	<u>DEPARTMENT:</u> Curriculum & Instruction	<u>FLSA STATUS:</u> <i>Exempt</i>
<u>ACCOUNTABLE FOR (Job Titles):</u> District Service-Learning AmeriCorps Members		<u>PAY GRADE ASSIGNMENT:</u> <i>Duluth District-Wide Instructional Administrators' Association, Pay Class B</i>

GENERAL SUMMARY OR PURPOSE OF JOB:

Duluth Public Schools, a culturally diverse school district with over 8,500 students, seeks a strong educational leader to develop the growth of the District's Service Learning programs and duties, facilitate civic engagement training opportunities, develop Service Learning partnerships with business, community, and higher education, engage youth as leaders in Service Learning, and facilitate program evaluation and research.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Engage youth as leaders in service-learning, supervise development of the Civic Engagement Committee (previously referred to as the Community Youth Connection).
2.	Create and facilitate opportunities for students to be civically aware and actively engaged as life-long citizens through community-based learning, civics engagement, and service learning projects.
3.	Coordinate WE ACT and We Day activities with Middle and High schools: Empowering young people to discover local and global causes they are passionate about while preparing and motivating them to take action. We Day, a free day-long educational event at the Xcel Center that celebrates the power of young people to develop tangible skills and make a positive change to better their local and global communities.
4.	Transforming student behavior to build a generation of active citizens by increasing student engagement in the classroom, creating a more caring school culture, and deepening connections between students and teachers.
5.	Participate as a member of the Department of Curriculum and Instruction, and continue efforts to integrate civic engagement into District curriculum and state standards.
6.	Work in partnership with the Community Education Department.
7.	Supervising District Service Learning AmeriCorps members, including recruitment, interviewing, hiring, training, and orientation, scheduling, performance evaluation, compliance with ethical standards, ongoing communication, and providing internship opportunities.
8.	Lead civic engagement communication efforts including articles for District newsletters.
9.	Facilitate civic engagement training opportunities, staff development presentations and training, faculty meeting presentations, and specialized workshops to meet individual school groups.
10.	Facilitate civic engagement community-based training opportunities, training sessions for after-school civic engagement programs, and community partnership training sessions for collaborative civic engagement business and community partnerships.
11.	Keep current with civic engagement research and best practice.

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12.	Act as a civic engagement liaison and assist in partnership development in planning civic engagement activities in partnership with post-secondary education to develop professional opportunities for school administrators and staff.
13.	Act as civic engagement liaison among civic organizations. <ul style="list-style-type: none"> • Semester of Service, Sustainable DPS, Duluth Days at the Capitol, We-Day • CHUM, Lifehouse, Animal Allies
14.	Act as connection for collaborative grant applications, e.g., LISC, State Farm, Junior League of Duluth, Spirit Valley Citizens' Neighborhood Development Association (SVCNDA), Neighborhood Housing Service (NHS)
15.	Develop and facilitate meetings of community service-learning leadership group.
16.	Attend Minnesota Department of Education (MDE) Service Learning meetings, complete state grant applications and required reporting.
17.	Grant writing to support civic engagement opportunities and training.

OPTIMAL QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Excellent written and verbal communication skills
- Ability to effectively facilitate a diverse staff
- Culturally Responsive philosophy
- Skillful resource management
- Problem Solver

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

Applicants must hold a Minnesota teaching license

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- Engagement and public outreach
- Private and non-profit organizations and local, state, and federal governments
- Designing and implementing civic engagement activities
- Organizing school and public meetings
- Creating educational programs for staff and students
- Developing and initiating activities to engage all students of diverse backgrounds and interests

SKILLS REQUIREMENTS – TRAINING & EXPERIENCE: (Skilled in)

- Demonstrated successful experiences as a leader
- Demonstrated success in supporting innovation and innovative thinking
- Demonstrated effectiveness in supporting classroom academic interventions
- Demonstrated success in working well under pressure
- Demonstrated ability to work with minimal guidance
- Demonstrated ability to work collaboratively across an organization
- Demonstrated ability to handle multiple tasks under tight deadlines
- Demonstrated excellent written and verbal communication
- Demonstrated methods to successfully engage different community groups
- Demonstrated school and community planning
- Demonstrated ability to create and manage schedules of meetings and events

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PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as:

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)

	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

JOB CLASSIFICATION HISTORY:

Bjorklund Compensation Consulting, LLC, completed the banding and grading at the level E81 on April 3, 2014. Positions that are currently filled and/or within the District at this particular level are:

- Supervisor of Assessment & Evaluation (DDWIAA)
- District Community Education Coordinator (DDWIAA)