

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Coordinator, AAA Academy
*Redlands Educational Partnership's
Academy for Academics, Arts, and Athletics*

QUALIFICATIONS

EDUCATION: Required B.A. or B.S.

EXPERIENCE: Required Ability to relate with administrators, classroom teachers and counselors, classified employees, parents, consultants, volunteers, and community members.

Ability to initiate, organize, and direct innovative programs.

Desired Experience in administering school related programs; working in or with the business community; in Public and Media Relations; and with fundraising and/or grant writing.

PERSONAL

QUALIFICATIONS:

Character, personality, and proper social capability and strong communication skills to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direct supervision of the Redlands Educational Partnership (REP) and the designated Educational Services Director, the Coordinator, AAA Academy, will provide district-wide and community leadership for REP. The Coordinator will plan and implement the AAA Academy Enrichment programs, After School Education and Safety (ASES) program, and other designated enrichment programs on behalf of REP to benefit students and families. The types of programs will include, but not be limited to, the arts, athletics, and expanded academic experiences. A focus will be on ways to access funding to provide appropriate supplemental resources and services for students. The Coordinator will serve as a "public face" of REP.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisors, the outcomes of the Coordinator, AAA Academy's job performance will meet or exceed expectations in regard to the following responsibilities:

1. Develop, prepare, and maintain class offerings for the AAA Academy, ASES program, and other designated enrichment programs.
2. Manage, coordinate, and provide oversight to the AAA Academy, ASES program, and other designated enrichment programs while in session.
3. Coordinate the recruitment, selection, and processing of qualified teachers and instructors for the AAA Academy.

4. Effectively oversee program budget, fees, contracts, and payrolls.
5. Coordinate with district schools to facilitate their participation in the AAA Academy, ASES program, and other designated enrichment programs.
6. Develop and implement all operational procedures for the AAA Academy, ASES program, and other designated enrichment programs.
7. Develop all necessary operational forms, materials, and publications for the AAA Academy, ASES program, and other designated enrichment programs.
8. Collaborate with community non-profit organizations and agencies which also provide enrichment experiences in the areas covered by the AAA Academy, ASES program, and other designated enrichment programs.
9. As directed, represent REP at community events and activities relating to all aspects of REP programs.
10. Supervise AAA Academy staff.
11. Develop and implement public relations, publications, and advertising strategies for the AAA and ASES programs as directed by the REP Board of Directors.
12. As directed, develop and manage the REP annual capital campaign.
13. Act as liaison between the AAA Academy, REP, and the Redlands Unified School District.
14. Work closely and effectively with volunteers who serve to support REP.
15. Act as a resource person in the areas of enriched educational experiences.
16. Provide assistance to REP with the development of grants and innovative projects to obtain supplemental resources in alignment with the mission and vision of REP and the District.
17. As directed, create and publish the REP Annual Report.
18. Oversee the implementation of the ASES grant, and comply with grant requirements and required reporting.
19. Perform other duties as assigned by the supervisors.