Birmingham PUBLIC SCHOOLS
Achievement
Character
Community

Office of Human Resources
248.203.3033 ○ Fax: 248.203.3037
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION:	Community School Organizer	**LOCATION:**	Pierce Elementary School
SALARY:	$33,110	**POSTING DATE:**	September 20, 2023
SCHEDULE:	11 Month (30 hours per week, including some evenings)	**DEADLINE:**	Until filled

Job Summary

The Community School Organizer will report directly to the Building Principals and Community Education Specialist as well as work cooperatively with the local school and district community education staff. Primary responsibilities will include development of the community education concept and facilitation of programs and services to meet community school needs.

Qualifications

1. Bachelor's degree preferred.
2. Evidence of candidate's involvement in community service and/or public affairs.
3. Evidence of the candidate's ability to provide quality leadership skills demonstrated through:
   - Excellent writing and communication skills;
   - Strong public relations/customer service skills;
   - Ability to work collaboratively with other Community School Organizers;
   - Skill in maintaining productive, positive interpersonal relationships;
   - Strong computer skills and ability to participate in training as necessary;
4. Knowledge of community education and familiarity with the community preferred.

Major Duties and Responsibilities

1. Administer and oversee tuition-based programs: Kids Club, Preschool Programs, before/after school classes and additional programs to meet the needs of the communities.
2. Identify and link community resources to enrich the Pre K-5th Grade program including speakers, field trips, service-learning projects and after school providers.
3. Coordinate placement of senior citizen and high school volunteers in regular classrooms and community education programs.
4. Actively market school and assist with new parent tours.
5. Organize school business partnerships.
6. Establish an annual budget and exercise sound fiscal management within the parameters of the budget.
7. Actively participate in building level committees, as well as maintaining the building calendar and scheduling of rooms and events.
8. Attend regular staff meetings, training workshops, and other meetings as directed by the principals and/or Director of Communications and Family Engagement.

9. Disseminate information to the community via publications, website and social media.
10. Organize community service activities engaging students and families.
11. Continue to maintain a positive working partnership with the School PTA's
12. Perform other related duties as requested by Principals and/or the Principal of Early Learning.

Method of Application

Interested candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at Birmingham Human Resources, click on **Employment Opportunities > Open Positions.** In addition, upload your **LETTER OF INTEREST and CURRENT RESUME.**

About the District

Birmingham Public Schools (Michigan) is committed to excellence in education, consistently ranking among the highest achieving school districts in the state. With optimal class sizes, high academic standards, a comprehensive curriculum, and a nurturing environment built on a foundation of Character Education, all students have an advantage. The district of 7,200 students is located in the metro Detroit area. For more information about Birmingham Public Schools, visit www.birmingham.k12.mi.us.

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION

NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.