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**JOB DESCRIPTION: FLVS STUDENT ACTIVITIES COORDINATOR**


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<b>DEPARTMENT:</b>	Instruction-FLVS	<b>REPORTS TO:</b>	Director of Instruction, FLVS Flex
<b>JOB CLASS:</b>	Coordinator	<b>PAY GRADE:</b>	18
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	6/17/2013

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The FLVS Student Activities Coordinator develops, promotes, and supports FLVS student clubs, events, and activities across all programs. The FLVS Student Activities Coordinator provides support and assistance to FLVS club sponsors by providing training in meeting facilitation, newsletter production, and the use of Blackboard Collaborate, implementation of field trips and/or competitions, and club contributions to school events. The FLVS Student Activities Coordinator demonstrates effective leadership skills in facilitating the improvement of all FLVS clubs for all learners.

**ESSENTIAL POSITION FUNCTIONS:**

- Plan, support, promote, and implement school-wide activities and events
- Recruit staff and students, plan agenda and schedule, provide training and support, and ensure the event/activity is completed and reported on
- Oversee and facilitate the sponsorship and production of the online student newspaper (*News in a Click*), the student literary magazine (*Virge*), and the student yearbook (*Unbound*).
- Provide representation for school committees; serve as liaison to Marketing/Communications Department to promote clubs and activities
- Support the Student Ambassador program, including recruitment, training, and meeting the requests of various departments requesting student involvement (teacher assistants, interviews, panels, focus groups, legislative needs, community events, staff conference, etc.)
- Develop a comprehensive plan for student club activities for the district
- Assess and communicate club needs to the Director of Instructional Support
- Promote all student clubs and assist in implementing new clubs
- Attend a minimum of one meeting per club during the fiscal year in order to better support the students and club sponsor
- Collect and summarize quarterly club participation information for the Director of Instruction
- Maintain and oversee FLVS club webpage on FLVS website
- Support and provide direction to staff assigned to Student Activities
- Assist club sponsors in setting up meeting links and club website
- Hold quarterly club sponsor meetings
- Assist teachers with resolving student issues within their clubs
- Oversee the collection of student fees when necessary
- Provide club summary from sponsor quarterly reports and invoice stipends
- Approve field trips and arrange funding and background check needs
- Plan and implement annual face-to-face Club Day event to distribute awards

- Recruit, train, and facilitate student ambassadors to serve as teacher assistants, peer tutors, event moderators, and other student involvement (including legislative needs, social media, community events, staff interviews, focus groups, student panels, staff conference participation, etc.)
- Coordinate and facilitate the planning and implementation of school-wide online events by FLVS teachers/Instructional Leaders
- Provide support for subject area or club events
- Plan and implement annual student club applications process and work to review and approve/deny all student club applications as they are submitted
- Work with the Director / Instructional Leader team to review and approve/deny guest speakers for specific clubs and content areas.
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education:***

- Bachelor's degree
- Valid Florida Professional Teaching Certificate

##### ***Experience:***

- Two years' of successful teaching experience or equivalent combination of education and experience.
- Experience in implementing programs and activities; experience in online instruction preferred.

##### ***Knowledge, abilities and skills:***

- Possess strong knowledge of student collaboration, student activities, and group dynamics
- Ability to apply knowledge of current research on student collaboration, learning, and the integration of technology in the facilitation of meetings
- Ability to implement expertise across subject areas and grade levels, as well as a thorough understanding of student activities and their impact on K-12 instruction
- Possess strong knowledge of Common Core Standards

#### **CORE COMPETENCIES FOR SUCCESS:**

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best</i>

<i>a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

### **INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<p><b>PEER RELATIONSHIPS</b></p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p><b>CREATIVITY</b></p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p><b>SELF KNOWLEDGE</b></p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p><b>PLANNING</b></p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p><b>ORGANIZING</b></p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p><b>PROBLEM SOLVING</b></p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p><b>DRIVE FOR RESULTS</b></p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*