

2. Effectively communicate the Coalition's mission, vision, successes and needs to the community.
3. Develop and submit monthly reports to the Board of Directors.
4. Represent the Coalition in civic and community activities.
5. Maintain a working relationship with business and community leaders and community organizations.
6. Build community support for the Coalition through personal contacts with business and industry leaders and through active participation with the county's educational institutions.
7. Work cooperatively with the five county school districts and Paris Junior College as well as the business community to identify educational needs and carry out programs to meet those needs.
8. Seek funding through grants to supplement existing resources to provide a basis for the continuation of the program.
9. Give presentations to various groups in the community and work with the press and media to publicize the Coalition.
10. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
11. Using appropriate vocabulary free from excessive profanity and slang.
12. Display use of good judgment, tact, and discrimination.
13. Treat records, information, materials, and office concerns in a confidential manner.
14. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
15. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

1. Work with state and regional entities in the expansion and development of business/education coalitions in the state.
2. Participate in regional, state and national conferences and meetings that will encourage the cooperation of business and education in the development of programs to address the needs of young people.
3. Work as needed with the Dean of Workforce Education at Paris Junior College providing administrative support to the Special Populations Coordinator and in the development and expansion of Perkins programs.

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Must be knowledgeable of standard office equipment such as computer, word processor, copy machine, fax machine and calculator, etc.
2. Must have ability to research grant materials and funding source information and respond to specific criteria in the application for grant and foundation funding.

ESSENTIAL PHYSICAL TASKS

1. Must be able to lift up to 25 lbs.
2. Must be able to walk up to one mile and carry equipment and supplies in the performance of job.
3. This position is security-sensitive.

ENVIRONMENTAL DEMANDS