



# The School Board of Polk County

<https://www.polk-fl.net>

## Job Description

Position Title: Senior Technician, Take Stock in Children Program Advisor  
FLSA Status: Non-Exempt  
Salary Grade, if non-union: SG16  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform oversight of the fundraising, student services, and mentoring aspect of the Take Stock in Children Scholarship Program.

### Essential Functions of this Job:

Develop and implement a detailed plan for program improvement and measurement criteria. Recruit and train mentors for scholarship recipients. Ensure mentor/student matches. Submit mentor information for approval into PCSB volunteer approval system. Facilitate mentor/student introductions. Maintain monthly mentor database. Monitor mentor/student contact and resolve any issues. Develop/facilitate fundraising events, including, but not limited to, donor, volunteer and in-kind donation solicitation, sponsorship/donation record-keeping and post-event reporting. Locate, research and apply for grants, and track and report on grants received. Maintain data management systems with student, mentor and sponsor information. Complete and submit quarterly reports to the state Take Stock in Children office. Develop marketing and media materials, printed and on social media and website. Responsible for writing and submitting program press releases. Attend speaking engagements, and make presentations to organizations, civic groups and other interested parties. Lobby for program regarding legislation for funding and important issues. Plan and implement events and workshops, which address student activity and needs, fundraising and student enrichment. Advertise for and select eligible students for the Take Stock in Children Scholarship Program.

### Non-Essential Functions of this Job:

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Computer literate, MS Office and database management experience. Sensitive to personal and academic trials

of at risk students, able to communicate with mentors, parents and school personnel to ensure student's best interests are being met. Experience in grant writing, public speaking, fundraising and event planning. Successful history in community outreach, marketing and partnership development. Reliable transportation. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

AA preferred or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and some outdoor activities. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 50 pounds.

Local Code: 9797

EEO5: 44

Approval Date: 2011-02-23

Date Last Revised: 2017-07-25

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*