

## Clay County Schools (updated 01/18/2024 sf)

### Clay County Schools (CCS) Committee Director Job Description

**Purpose:** To work with any Clay County School that petitions MPWC for assistance to aid these students and their families who are in need. Special emphasis accomplished through assigned individual school liaisons is given to Charles E. Bennett Elementary School (CEB), R.C. Bannerman Learning Center (Bannerman), Green Cove Springs Junior High School (GCSJH), Clay High School Clay High), Spring Park Elementary (SP), and Associated Marine Institutes kids (AMIkids).

#### **Responsibilities:**

- Responsible for selection of individual school liaisons, gathers information about the needs of these school liaisons, and provides a status report regarding all schools' needs to the President.
- Maintains a working relationship with the Clay Education Foundation regarding individual Clay County school needs.
- Considers and manages other miscellaneous school requests as needed.
- Works with the Treasurer for funds needed for the committee to accomplish its mission.
- All receipts for purchased items must be solicited from the CC Schools liaisons, retained, and surrendered to the Treasurer, along with an Expense Reimbursement Form if necessary.
- Works with the Communications Director to manage messages or requests for assistance to general members via email, with approval of the President.
- Pens letters to the community pertaining to CC schools if needed.
- Provides information on school issues/events to the Communications Director to compose articles for publication in *The Magnolia News* when appropriate.

#### **Liaison Responsibilities:**

- Emails the CCS Director a monthly status report regarding the school.
- Organizes members to respond to the principal's requested projects.
- Retains receipts for purchased items and submit to Treasurer.
- Maintains regular contact with the principal and staff of respective school.

**Skills required:** Managing, organizing, word processing and writing skills.