

# Ravenswood City School District

## Position Description

TITLE: Coordinator of School Moves

### **Job Purpose Statement:**

Under the direct supervision of the Superintendent, the Coordinator of School Moves is responsible for planning, organizing, and implementing the successful relocation of two elementary school sites due to the school mergers.

### **Essential Job Functions**

- Plan, organize, and implement all aspects of the physical move, including the creation and maintenance of school cleaning schedules and moving school/classroom materials/furniture.
- Create and adhere to timelines for effective and efficient relocations.
- Collaborate with District Leadership regarding the school moves.
- Communicate regular updates to District Leadership and staff, when appropriate.
- Review and respond to questions and concerns about the school moves.
- Prepare and present updates to the Board of Trustees, if requested.
- Assist with other related tasks as needed.

### **Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:** Successful project management strategies.
- **ABILITY TO:**
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Computer literacy including but not limited to; MS Office skills (Word, Excel). Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.).
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over,

grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**Working Conditions:**

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

**Reports to:**

- Superintendent

**Work Year:**

- 12 months

**Salary Placement:**

- Range 4 of the Management Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.