

## **Geneseo Education Foundation Update**

May 14, 2015

Included with this overview you will find a draft job description for what was previously viewed as a Foundation Secretary. After meeting with Mr. James Schmedding, Geneseo Education Foundation President, he is going to propose to the Foundation Board that they change this position to serve as "Director". This position would still be an employee of Geneseo CUSD 228, but will be a shared financial responsibility of both the district and the Foundation. Mr. Schmedding is going to present the Job Description with the changed title, and the following procedures to the Foundation Board.

Additionally, Mr. Schmedding and I discussed a split share of the expenses for this employee, whereby the District would pick up 25% of the costs in Year 1 and the Foundation picks up 75% of the costs.

### **Process to Employ a Foundation Director**

1. Geneseo Education Foundation Board reviews draft job description and process and provides approval to Mr. Schmedding to recommend consideration by Board of Education. (May 12, 2015)
2. Board of Education reviews process and draft job description at May 14, 2015 Board meeting.
3. Tentative interview committee formed that includes Mr. Gronski, a Board member, and a building administrator, plus three representatives from the Foundation. (Committee formed by June 1, 2015).
4. Board of Education approves job description and process at June 11, 2015 Regular Meeting.
5. Position is posted on June 12, 2015 and applications accepted until June 26, 2015.
6. Interviews conducted and recommendation made for August 13, 2015 Regular Board meeting.
7. Hiring and employment to begin tentatively on September 1, 2015.

TITLE: Geneseo Education Foundation Director

QUALIFICATIONS:

1. Proficient in use of the computer and various computer programs.
2. A high school diploma.
3. Experience as a secretary or graduation from a recognized school of secretarial skills.
4. Customer friendly personality and outgoing communication philosophy
5. Flexible schedule to accommodate Foundation activities

REPORTS TO: Chief School Business Official (District) and Foundation President (Geneseo Education Foundation)

JOB GOALS:

- a. To support marketing strategies of the Foundation
- b. To successfully serve as the “face” and liaison between the Foundation, School District, Community and Alumni Group(s).
- c. To support fundraising efforts and communication efforts of the Foundation.

PERFORMANCE RESPONSIBILITIES:

1. Create database of alumni from J.D. Darnall High School and Geneseo High School.
2. Maintain Foundation website
3. Coordinate communication efforts between District and Foundation
4. Be present for all Foundation meetings and is responsible for all minutes, notes, follow up communication and paperwork for the Foundation.
5. Responsible for all paper and digital communication between the Foundation and external groups--including newspaper, websites, and District personnel.
6. Serves as corresponding secretary for Foundation President, and helps organize various meetings of the Foundation, including communicating agendas, minutes, etc.

TERMS OF EMPLOYMENT: 12 month employee, less than full-time hours.  
Wages and work schedule to be approved by the Board of Education. 2015-16  
School Year Starting Rate: 11.20 per hour  
25 Hours per week, starting date is August 1, 2015

EVALUATION: Performance of the job will be evaluated annually by Chief School Business Official of the District in collaboration with the Foundation President.

Approved by:

Date:

Superintendent

Reviewed and agreed to by:

Date:

Employee