

**Hernando County School Board
Florida**

FLSA: Exempt, Union

MICROSOCIETY COORDINATOR

Required Qualifications:

- Bachelor's Degree in Education or related field
- Ability to communicate and work with the community in a public relations capacity

Performance Responsibilities:

- Hold MicroSociety training for all staff members during preschool
- Assist teachers in choosing a MicroSociety venture and/or agency to facilitate and provide support services to ensure success in each of the respective ventures and/or agencies
- Place students in MicroSociety ventures and/or agencies based on interest
- Provide MicroSociety lessons to teachers during pre-Micro and periodically throughout the year
- Coordinate student government elections
- Coordinate market day schedule for all classes
- Order and obtain all necessary supplies for MicroSociety ventures and/or agencies
- Provide bookkeeping and management training for designated students in each Micro Class
- Coordinate annual career day with local businesses
- Solicit donations and create business partnerships to support the MicroSociety Program
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

51071

Board Approved: 06/13/00
Revised: 01/20/09, 05/17/11