

**Mountain Home Public Schools**  
**Mtn. Home Education Foundation (MHEF) Director**  
**Job Description**

Job Goal: The Mountain Home Education Foundation (MHEF) is a 501 c3 non-profit organization which has been created to raise funds to enhance student education. The MHEF was designed to support the educational programs for both students and staff of the Mountain Home Arkansas School District. The MHEF will provide funds for educational programs and activities which either have not been funded or have been underfunded by the normal operating budget. These funds will be used to facilitate student achievement and skill development, to recognize and encourage staff excellence and to expand community involvement from individuals, businesses, and civic organizations.

Contract: 191 day contract

Reports to: Superintendent

Desired Qualifications:

Philanthropic experience preferred

Evidence of strong interpersonal skills

Evidence of strong written communication and presentation skills

Evidence of strong planning and organizational skills

Evidence of successful leadership

Performance Responsibilities

- Fostering educational opportunities for students in the Mountain Home School District.
- Sharing a vision enhancing education in the Mountain Home School District.
- Working to increase private support for educational activities in the Mountain Home School District.
- Benefiting Mountain Home School District students and staff personnel by supporting activities that are not funded by tax dollars.
- Fostering creative activities in the curriculum as well as extra-curricular activities by making grants and/or contributions.
- Awarding Foundation funds through Board of Directors made up of business, community and educational leaders.
- Leadership in networking on the state and national level
- Other duties as assigned

Education and Experience

Bachelor's degree and five years of leadership or teaching experience preferred

Certificate

NA

### Language Skills

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, staff, parents, and the general public.

### Mathematical Skills

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of basic algebra and geometry.

### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Other Skills and Abilities

Ability to apply knowledge of current research, government regulations, and theory in specific field. Ability to establish and maintain effective working relationships with staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly will sit, walk, and stand. Specific vision abilities required by this job include close vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to moderate.

**Disclaimer** The information contained in this job description complies with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.