

## JOB DESCRIPTION: AMBASSADOR

*The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.*

### **JOB TITLE: Ambassador**

Other job titles that an aide may be known by include (but are not limited to): Sub Ambassador, Brand Ambassador, Recruiting Ambassador.

### **QUALIFICATIONS:**

1. Must meet the state, district/school, and Kelly Education screening requirements.
2. Ability to lift materials and supplies up to 25 pounds.
3. Ability to read, write and communicate in the English language fluently and effectively.
4. Has effective organizational, communication, and interpersonal communication skills.
5. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
6. Maintain student and school personnel confidentiality.
7. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
8. Manifests a positive role in school and community relations.
9. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education.
10. Dress in a safe and appropriate manner as described in the Kelly Education Standards of Professional Conduct.
11. A champion of Kelly Education brand and its subsidiaries.
12. Have a valid driver's license and vehicle insurance for assignments that may require the employee to move between locations.

### **REPORTS TO AND SUPERVISED BY:**

The Kelly Education representative.

### **JOB GOAL:**

To assist and support the Kelly Education team with local recruiting efforts and/or Talent engagement. At the direction of the Kelly Education representative, the Ambassador may attend recruiting events or provide recruiting assistance by hanging fliers, posting lawn signs, and banners, attending tabling events or sports games, etc.

At the direction of the Kelly Education representative, the Ambassador may assist with Talent engagement by setting up sub-appreciation tables or booths, passing out 'Thank-You' cards or other Kelly Education themed or branded products.

### **SCOPE OF RESPONSIBILITY:**

The Ambassador must:

- a) Adhere to the Kelly Education Standards of Professional Conduct.
- b) Immediately notify Kelly Education of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.

### **UNACCEPTABLE DUTIES/RESPONSIBILITIES:**

As a support role, Ambassador should not:

- Use corporal punishment.
- Have sole supervisory responsibility of a student or students while working an event.

For the physical safety of the students and/or the Ambassador and to avoid KE being held liable for injuries, the following duties shall not be performed:

- Administer medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.

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- Provide sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transport students in a motor vehicle.
- Be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from district/school personnel).

Additionally, Ambassador should not be placed on assignments that require a KE employee to perform the following duties:

- Transport another person in a vehicle.
- Physically restrain a student.
- Administer feeding or breathing tubes.
- Participate or monitor activities involving student diapering or toileting activities.
- Participate or monitor activities related to any medical impairment(s).
- Lifting over 25 pounds.

I have reviewed and read a copy of the Ambassador job description. I agree that this job description accurately describes the duties and responsibilities of the Ambassador position.