



SAMPLE

Job Description for the Community Schools Coordinator position

Use this sample for ideas; adapt according to local district needs

POSITION SUMMARY:

The Community School Coordinator (CSC) is responsible for the implementation, integration, alignment, and coordination of the community school strategy at the site level. The CSC is responsible for facilitating the process of whole school transformation and establishing the strategies for positive student outcomes. CSC works in partnership with the school administrator and the Site Based Leadership Team (SBLT) to assess the school community's needs and assets; performs a root cause analysis; coordinates all student and family support services and partners; and creates a CS strategic plan. The CSC facilitates a learning environment in partnership with school administration that supports student achievement and wellness based in the 6 key practices of CS: powerful student and family engagement, collaborative leadership, shared power and voice, expanded, culturally enriched learning opportunities, rigorous community-connected classroom instruction, culture of belonging, safety and care, and integrated systems of support. The Community School Coordinator must work to create a high performing Community School wherein students and families are supported, community members are connected, and successful outcomes emerge.

POSITION DUTIES:

The Coordinator's roles and responsibilities may include practices that demonstrate the following four capacities: Data-driven, collaborative, assessment-centered, and partner strengthening

Data-Driven

- Guides initial and on-going Needs and Asset Assessment with the SBLT
- Ensures broad understanding of positive student development and family and community strengthening practices
- Guides high-quality program development and management

Collaborative

- Facilitates the SBLT – carries the collective vision, the best practices of CS, engages and excites others, ensures that programming supports the vision, outlines the general direction of the CS strategic plan
- Builds and guides the SBLT into a diverse, robust governing body
- Develops strong partnership with principal
- Serves on leadership teams of school (including 90-day plan)

- Collaborative leadership with staff or leads team of partner staff
- Collaborative leadership with parent and community volunteers and partners

Assessment-Centered

- Manages programs and initiatives, as the lead for all partnership activities in the school. Monitors program quality, measurement, evaluation, adaptability, logistical issues, timeliness, etc.
- Develops procedures and policies as needed
- Ensures appropriate “fit” and accountability of programming that is: aligned, in-school and out-of-school, developmentally appropriate skill development, culturally appropriate and responsive to the populations served

Partner Strengthening

- Informs all stakeholders of nature and scope of the partnership
- Brokers and tends relationships to strengthen the partnerships
- Builds long-term relationships with community
- Oversees or leads communication and public education about CS
- Cultivates “champions” among policy- and other leaders
- Works with Principal, coordinating body and CBO leadership to develop strategic funding plan and implement site-level resource development

POSITION QUALIFICATIONS:

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education

- Bachelor’s degree from an accredited college or university in education, social work, healthcare, or a closely related field.

Experience:

- Five (5) years of experience working in community organizing, education, healthcare, or social work or related field.
- One (1) year of experience working with community agencies to coordinate student success.
- One (1) year of experience working with families to coordinate community or educational services.

PREFERRED QUALIFICATIONS

- Master’s degree from an accredited college or university in education, social work, health, or a closely related field.
- Experience with the local community resources, agencies, and school system.
- Bilingual in Spanish
- Experience within a PreK-12 setting

