

**Job Title: COORDINATOR OF COMMUNITY SCHOOLS (CCS)**

**Definition:**

Under the direction of the Executive Director of Student and Family Services, the Coordinator of Community School (SCS) works collaboratively with the Community School Liaisons to monitor, support, oversee, and facilitate the process of transforming the sites into full-service community schools. The SCS serve as a bridge between the schools and Student and Family Services Department to support and work with a team of school leaders to ensure that all students have maximum access and are making optimal progress. The SCS, in collaboration with Community School Liaisons, will ensure the establishment of community schools that bring together and align essential resources to support students and their families in a safe, healthy, and culturally relevant environment, advancing dynamic, community partnerships aligned with Local Control and Accountability Plan (LCAP) goals and Strategic Plan.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Establish strong, productive, and trusting relationships with the Community School Liaisons, school personnel, partnership organizations, and community members to seek input on needs and address barriers to learning and social-emotional needs/services.
2. Collaborate with Community School Liaisons, administrators, staff, and external agencies to ensure all services that are part of community schools' initiatives take place during and beyond the school day. Services can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.
3. Plan, coordinate and schedule meetings, training, and events for Student and Family Services Department.
4. Ensure effective and timely written and verbal communication with internal and external
5. Utilize Student Information System (SIS), California Longitudinal Pupil Achievement Data System (CALPADS) and other comprehensive student databases to collect and produce information and submit the end-of-project expenditure and end-of-project reports showing school-level outcomes measure, program outcome measure, and program deliverables are being met.
6. Assist in conducting a need assessment by working with educational and community partners to identify barriers to learning, available resources and gaps, and to develop programming that is community responsive.
7. Facilitate an awareness of needs and trends within the community.
8. Assist in developing infrastructures for the smooth delivery of holistic services to students, parents, and community members.
9. Understand and be familiar with all subcontracted partner MOUs and oversee the successful implementation of services.
10. Develop systems for information sharing and referral services to maintain an effective referral process to community resources.
11. Support the site and district-wide implementation of an equitable and integrated student support system for preschool through eighth grade (i.e., Integration of school climate, attendance improvement, PBIS, CKH, Restorative Practices, Trauma and Resilience Informed Practices, MTSS, and Professional Learning Communities).

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12. Provide on-going training and staff development on the entire Coordination of Services Team (COST).
13. Support and participate in the COST to oversee referral of students requiring support, timely implementation of interventions, the progress monitoring of students receiving interventions, and the evaluation of intervention effectiveness.
14. Provide training and/or presentations as they relate to program parameters and funding requirements for both school staff and families.
15. Manage day-to-day operations of the Community Schools model, including managing partnerships, site plans, coordinating resources, and evaluating the effectiveness of programs and strategies.
16. Participate and use various data resources to assess school and district-wide social problems and situations interfering with students' access to an optimal education experience.
17. Perform responsibilities related to program evaluation, reporting, and program recommendations based on evaluative outcomes.
18. Take the lead on writing grants and develop other resources to increase and sustain program services and meet grant requirements.
19. Review and monitor grant plans quarterly, analyzing data and impact and providing recommendations on partnership expansion.
20. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in the recruitment, selection, personnel requests, and assignment of staff assigned to Student and Family Services Department.
21. Develop, manage, and coordinate documents for internal and external program audits and compliance requirements.
22. Monitor and assist in the development of the Community School budget.
23. Actively participate in the District Community Schools Advisory Council.
24. Attend and participate in all trainings and meetings as applicable.
25. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation.
26. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- California Community Schools Partnership Program requirements and framework
- School systems and student/family intervention
- Continuous improvement cycles
- Data-informed decision making
- Best practices in family engagement
- Effective oral and written communication skills
- Computer usage and software
- Time management and organizational skills

**Skill and Ability to:**

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- Maintain effective working relationships with parents, District employees, and representatives from partner agencies and organizations
- Visit various work sites and monitor program development and progress
- Maintain professional confidentiality
- To create and deliver professional development and presentations
- Plan, prioritize, and organize work to meet deadlines
- Prepare complex written reports and procedures
- Plan and facilitate meetings
- To work independently and manage time effectively
- To work a flexible schedule, including some weekends and evenings
- To travel to other sites/locations

**Training and Experience:**

- Bachelor degree in social work, behavioral sciences, counseling, education, or other related fields
- Administrative Services Credential
- Two years of professional experience performing similar functions and duties, preferably in a school or district setting (preferred)
- Valid California Driver's license
- Bilingual in Spanish and English (highly desirable)
- Comfortable engaging with diverse educational partners

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- Must have a valid California driver's license and be insurable.
- Utilize own vehicle for transportation as needed.

**PHYSICAL REQUIREMENT INFORMATION**

| Physical Demands: | HPD = Hrs. Per Day   |                          |                        |
|-------------------|----------------------|--------------------------|------------------------|
|                   | Rarely (0 – 1.5 HPD) | Occasionally (1.5-3 HPD) | Frequently (3 – 6 HPD) |
| Sitting           |                      |                          | X                      |
| Standing          | X                    |                          |                        |
| Walking           | X                    |                          |                        |

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|                        |   |   |  |
|------------------------|---|---|--|
| Bending (neck)         |   | X |  |
| Bending (waist)        | X |   |  |
| Kneeling               | X |   |  |
| Reaching               | X |   |  |
| Stooping               | X |   |  |
| Crawling               | X |   |  |
| Twisting (back & neck) | X |   |  |
| Climbing               | X |   |  |
| Pushing/Pulling        | X |   |  |

|              | <b>Lifting</b>    |                           |                        | <b>Carrying</b>    |                           |                        |
|--------------|-------------------|---------------------------|------------------------|--------------------|---------------------------|------------------------|
|              | Rarely (0-1.5HPD) | Occasionally (1.5– 3 HPD) | Frequently (3 – 6 HPD) | Rarely (0– 1.5HPD) | Occasionally (1.5– 3 HPD) | Frequently (3 – 6 HPD) |
| 0 – 10 lbs.  | X                 |                           |                        | X                  |                           |                        |
| 11 – 25 lbs. | X                 |                           |                        | X                  |                           |                        |
| 26 – 50 lbs. | X                 |                           |                        | X                  |                           |                        |
| 51 – 75 lbs. | X                 |                           |                        | X                  |                           |                        |

| <b>Mental Demands:</b> | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|------------------------|----------------------|----------------------------|------------------------|
| Problem Solve          |                      |                            | X                      |
| Make Decisions         |                      |                            | X                      |
| Supervise              |                      |                            | X                      |
| Interpret Data         |                      |                            | X                      |
| Organize               |                      | X                          |                        |
| Write                  | X                    |                            |                        |
| Plan                   |                      | X                          |                        |
| Multi-Task             |                      |                            | X                      |

| <b>Equipment Use:</b> | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|-----------------------|----------------------|----------------------------|------------------------|
| Telephone             | X                    |                            |                        |
| Copier                | X                    |                            |                        |
| Computer              | X                    |                            |                        |
| FAX Machine           | X                    |                            |                        |
| RADIO                 | X                    |                            |                        |