



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666  
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### **Community Schools Manager**

#### **Primary Function**

To provide assigned building(s) with on-site support for Community Schools initiatives

#### **Organizational Relationship**

The Community Schools Manager (CSM) reports directly to the Community Schools Program Director. The Community Schools Manager also works collaboratively with other CSMs and under the direction of assigned building principal.

#### **Desired Qualifications**

- Bachelor's degree in a relevant field such as public health, social work, education, or social policy
- Experience with project management, collaboration, supervision, and evaluation
- Background working with youth, within public education or community-based work
- Ability to maintain effective community partner, family, student and co-worker relationships. It is critical to understand community needs and how to utilize and articulate strategies to promote community impact.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to understand and carry out oral and written directions
- Background working with not-for-profit community agencies
- Ability to speak, write, read, and understand English
- Ability to handle student information with confidentiality
- Ability to physically move about the district buildings and grounds
- Position requires travel within the community
- Fluency in a second language, preferred

#### **Performance Responsibilities**

1. Identify, recruit and coordinate people and organizations willing to offer programs and services for students and families at the school or to assist with operations.
2. Greet, track, and steward all Community Schools partners and volunteers at assigned building.
3. Facilitate the cross-referral of students and families between service providers.

4. Facilitate the ongoing communication between service providers, teachers/mental health team, administration, parents and students.
5. Support the integration of youth, family, and school staff engagement and leadership throughout all schools efforts.
6. Support ongoing needs assessments in order to identify gaps in programs, services, and supports as well as capacity and assets.
7. Attend, plan, and facilitate assigned Community School Work Group.
8. Support and provide guidance to the initiatives proposed by the Community School Work Groups.
9. Attend partner meetings with Community Schools Program Director, as needed.
10. Attend and provide updates at weekly district-level Community Schools team meetings.
11. Facilitate weekly meetings with principals and programmatic partners at assigned building(s).
12. Attend all staff meetings at assigned building(s) and provide updates on Community Schools work as appropriate.
13. Track and maintain Community Schools programmatic/event participation data
14. Create and maintain Community Schools bulletin board(s), social media (Twitter) and other public relations at assigned building(s).
15. Contribute to grant applications and reports as needed.
16. Other duties as assigned.

### **Term of Employment**

Hourly rate \$19.23. This is a 12-month position that may have evening and weekend responsibilities, including a potential non-traditional schedule with hours as early as 7am or late as 9pm. Due to the nature of the duties for this position, the Community Schools Manager's hours are flexible. Final schedule will be determined based on the Community Schools initiative needs. Salary established by the Board of Education and PSRP agreement.

### **Evaluation**

Performance will be evaluated in accordance with the PSRP Agreement.