

ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION

Community School Coordinator (CSC)- Grant Funded

POSITION: Community School Coordinator (CSC)- Grant Funded
(eleven-month assignment)

REPORTS TO: Supervisor of Student Services and Special Programs

LOCATION: Department of Student Services

NATURE OF WORK: The CSC will lead the wraparound support efforts at GWCES to meet the needs of the school's population.

ESSENTIAL FUNCTIONS: The CSC will serve as a leader and liaison within the school community, working collaboratively with stakeholders, including school leadership, school staff, students, families, community members, community partners, and others to:

- Assess the needs of the school, students, families, and community;
- Foster and coordinate a variety of partnerships;
- Provide essential wraparound services to students and their families;
- Create and foster partnerships on behalf of the community school;
- Engage with families and the community through responsive, professional, two-way communication;
- Ability to project a positive image to the public;
- Collaborate and coordinate with school leadership and staff;
- Follow and adhere to grant guidelines and expectations; and
- Commit to equitable educational opportunities for all stakeholders.

DUTIES AND RESPONSIBILITIES:

- Lead a community school leadership team composed of a variety of stakeholders including school leadership, staff, students, families, and community representatives that guide the community school strategy;
- Conduct a CSC Needs Assessment;
- Create and implement a Community School Action Plan;
- Use data to inform partnerships and programming;
- Share data with stakeholders;
- Create and align the community school strategy with school goals and out-of-school-time (OST) programs;
- Implement identified strategies and desired outcomes (e.g., biweekly meetings with OST partners) according to results from CSC Needs Assessment;
- Create Asset Map and Implementation Plan that aligns with CSC Needs Assessment;
- Connect students and families to resources and services;
- Build and maintain relationships with a variety of stakeholders;
- Report regularly to a variety of community school stakeholders;
- Participate in school-based teams or community organizations that target attendance, intervention, or other needs of students and families;
- Train, supervise, and lead school volunteers;
- Collaborate with MSDE CSC director and attend regularly scheduled meetings; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required;
- Master's degree preferred;
- Demonstrated ability to relate well to students, teachers, parents, and community members;
- Demonstration of exemplary organization, management, and technology skills;
- Demonstration of ability to communicate effectively, both orally and in writing.

TERM OF EMPLOYMENT: Full-time eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary for eleven-month employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP