

## **BRIEF DESCRIPTION OF POSITION**

Under the direction of the Director Wellness and Inclusion, the Coordinator Community Schools collaborates, coordinates, and facilitates the development of Community Schools as an essential component of the District vision to create prosperity through equity, inquiry, and wellness. Funded through the California Community Schools Partnership Program, the goals of our planning grant are to develop and eventually further implement existing structures within the scope of the following areas: Expanded Learning, Increased Physical and Mental Health Services through community partnerships, Family Support and Engagement, and Improved School Infrastructure to support collaborative coordination of programming associated with direct services to students, families, and the communities we serve.

The Coordinator of Community Schools coordinates, facilitates, and oversees the implementation of the OUHSD California Community Schools grant, including state reporting timelines. They will facilitate the development of the community schools model including communication and relationship building with community-based organizations that can support and provide services to each site. They will serve as a liaison for agencies and programs interested in partnering with the school and coordinate the integration of site, district, and grant resources to fulfill the program's services. In addition, they coordinate integration of site, District, and grant resources to recognize and respond to the structural inequities that exist in our highest need schools, and ensure that each child receives what they need to develop to their full academic and social potential in a student centered, equity driven school, strengthened by community partnerships and comprehensive wrap around services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following is a list of duties that are representative of the position and include but are not limited to:*

- a. Plans and coordinates physical, mental, and social services; professional development; tutorial and enrichment programming; parent and community workshops; needs assessments; and school climate surveys.
- b. Creates systems to gather and analyze data and provide grant support through collaborative leadership.
- c. Works in partnership with the district and site leadership teams, governance, the community, families, and agencies to assess assets and needs, ensure efficient coordination of student and family support services. E
- d. Supports quality implementation of multi-tiered systems of instruction and supports and creates learning environments that eliminate barriers to improve student achievement, wellness, and success. E
- e. Plans, organizes and facilitates increased understanding and collective leadership for Community Schools, including professional learning, workshops, communications, publications, and events. E
- f. Plans, organizes and facilitates a district Community School Steering Committee (CSSC), including district, school and community partners, to engage in asset mapping, gap analysis, professional learning and action planning to ensure a coherent implementation of Community Schools. E
- g. Engage and support school leadership teams to create, strengthen and maintain a shared leadership system including administration, school counselors, teachers, students, parents, community liaisons and community partners, who will oversee the Community School program.
- h. Engage and support each school leadership team to develop a strategic action plan, aligned to the assessed assets and needs, that effectively leverages school, district and grant resources to achieve measurable goals that directly increase access, opportunity and outcomes for students.

- i. Engage and support each school leadership team to implement a continuous quality improvement plan through monitoring of services and use of multiple-measures data to assess program quality and progress, including a Community School Self-Assessment, review of program policies and manuals, interviews and surveys conducted with staff, students, and other educational partners, and observation of program activities. E
- j. Engage and support each Community School to establish, schedule and facilitate coordinated care teams who will analyze academic, social-emotional and behavioral data at least monthly and plan individual and group services as part of a comprehensive, multi-tiered system of instruction and intervention (MTSS). E
- k. Engage and support each Community School to evaluate and expand extended learning, enrichment and parent/family programs and services that align to the strengths, interests and needs of all children and families, including before/after school, evening, weekend and intersession opportunities. Ensure that each program provides high-quality enrichment, aligned to the interests of the students, and academic intervention that yields measurable outcomes. E
- l. Engage and support each Community School to identify, evaluate and expand community partnerships that align to the strengths, interests and needs of all children and families, including before/after school, evening, weekend and intersession opportunities. E
- m. Engage and support each Community School to evaluate, expand and implement high-leverage, developmentally appropriate, programs and services including college/career pathways and internships, and personalized, relevant learning. E
- n. Engage and support each Community School to implement school-level, multi-tiered positive attendance systems that improve and maintain student attendance and engagement. E
- o. Engage and support each Community School to implement school-level, multi-tiered positive behavioral systems that improve school culture and belonging, align to district policies and procedures, and decrease office referrals and exclusionary practices, including suspensions and expulsions. E
- p. Engage and support School Counselors at Community Schools to design and implement a comprehensive, multidimensional school counseling program, directly tied to identified assets and barriers to the academic, social- emotional, behavioral, attendance, physical health, and mental health needs of students. E
- q. Engage and support Community Liaisons at Community Schools to design and implement a comprehensive system of programs and services for students and families based on the school needs assessment. This system will include extended parent/guardian learning opportunities and services for families, on flexible schedules, professional development to improve two-way communication and active parent involvement, supporting parents in civic engagement and leadership opportunities, and implementation of culturally proficient strategies. E
- r. Assists in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the effectiveness of assigned activities and personnel related to community schools. E
- s. Provides regular reports to the Superintendent and the School Board in the implementation and progress of community schools. E
- t. Performs other related duties as assigned.

## **REQUIREMENTS:**

<b>WORK YEAR:</b>	Certificated Management Work Year; 213 days
<b>CREDENTIAL:</b>	Current valid Teaching or Pupil Personnel Services Credential or other Support Services Credential; and Current Administrative Credential
<b>EDUCATION:</b>	Master's degree in education or related field from an accredited college or university (preferred)
<b>EXPERIENCE:</b>	Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required); Successful experience as a school site administrator (preferred); Extensive experience working with diverse student populations; Extensive experience with intervention programs for students (preferred);

**OTHER:** Experience collaborating with county and community agencies (preferred)  
Bilingual in Spanish (strongly preferred)  
Knowledge of Mixteco, Tagalog, and other world languages (preferred)

**SALARY:** Certificated Management Salary Schedule

**BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)