

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: COMMUNITY RESOURCE COORDINATOR**

**QUALIFICATIONS:**

1. Excellent organizational skills, good time manager, flexible
2. Familiar with the district's policies and procedures
3. Demonstrated ability to communicate effectively, both orally and in writing
4. Ability to work with the adult learners effectively
5. Have an appropriate variety of computer skills
6. Experience working with at-risk children and their families
7. Self-starter, reliable
8. Personable, able to work with others
9. Possess a valid driver's license and a vehicle capable of traveling between schools, to student residences (when appropriate) and between school and other community and agency locations

**REPORTS TO:** Executive Director of Student Services

**JOB GOAL:** Encouraging success in children and families by bridging the resource gap with Ozark partnerships.

**PERFORMANCE RESPONSIBILITIES:**

1. Be familiar with local and regional resources
2. Work with partner agencies on uniform release forms and tracking systems
3. Be the face of the Ozark Cares Network to the community and increasing the knowledge of available resources
4. Work with school staff to identify and coordinate resources to meet the needs of at-risk children
5. Create, strengthen, and maintain the bridge between the school, faith-based organizations, businesses, and non-profits including, but not limited to: Care To Learn, Least of These, OACAC, CWJC, Children's Smile Center, and SingleMomzRock
6. Collaborate effectively with community agencies, school counselors, and other school personnel to program successfully for at-risk students
7. Assist teachers, school staff, parents, community members, and students in improving student achievement by:
  - a. Recruiting and coordinating the activities of individuals and organizations willing to offer programs and services at the school to meet the need of student, families, and community members
  - b. Implementing strategies to strengthen these relationships
8. Internal mail delivery

**PHYSICAL DEMANDS:** Ability to be mobile within the school district as well as to, from and within outside locations. Ability to lift up to 50 pounds.

**TERMS OF EMPLOYMENT:** 12 months as per School Board Policy GDBDA

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluate annually by the Executive Director of Student Services

**APPROVED BY SCHOOL BOARD:** April 16, 2019