

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COMMUNITY SCHOOLS COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Special Student Services and Student Services Program Director, this position will support the implementation of California Community Schools Partnership Program (CCSPP) grant. The Community Schools Coordinator will develop, implement, and monitor CCSPP grant services and programs, and ensure compliance with all CCSPP grant reporting requirements.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist the Director with the development, implementation, and coordination of all services developed under the CCSPP grant.

Approves expenditures and monitors budgets to ensure that approved expenses follow grant funding requirements and local, state, and federal regulations.

Plans and leads stakeholder meetings with internal and external personnel, including other administrators, auditors, public agencies, community members, and public defenders for the purpose of implementing and/or maintaining grant and program services.

Prepares and delivers audit and monitoring reports to ensure reporting compliance as required by grant providers (California Department of Education), Dinuba School District, consultant and/or vendor contracts and community partnerships.

Assist with evaluating budgetary and financial data as assigned to ensure expenditures are in accordance with established limitations.

Compiles and analyzes data from a variety of sources (e.g., student information systems, CALPADS, college readiness, parent surveys, etc.) for the purpose of developing and/or evaluating programs and/or complying with financial, legal, and/or administrative requirements, and recommends program enhancements and changes to improve student outcomes and opportunities.

Planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

Collaborates with District leadership to plan, design, implement, and manage programs for all students for the purpose of ensuring a coordinated community effort for integrated support, extended learning opportunities, family engagement, and collaborative leadership and practice.

Consult with school administrators in planning and developing school activities related to grant functions that:

- Build the school and district capacity to improve fidelity of program(s) implementation;
- Expand social and emotional learning strategies across all participating schools through

- resource procurement and professional learning;
- Enhance school and district capacity to meet the behavioral and social-emotional needs of students;
- Increase Student Services Department services to build family members' capacity to foster social and emotional learning supports in the home and to connect families with available community services; and
- Sustain grant project efforts beyond the CCSPP Implementation Grant funding period.

Serves on a variety of committees for the purpose of assisting and/or presenting up-to-date information regarding student support and family involvement programs.

Trains support staff on programs, services, technology, and proper procedures for the purpose of managing and improving individual student support plans and family involvement.

Collaborate with assigned supervisor(s) who plan for adopted instructional programs; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.

Attend and participate in a variety of assigned meetings, committees, conferences, inservices, and/or special events.

Comply with schedules, policies, regulations, procedures, orders, and directives of the Superintendent.

Exhibit professionally appropriate interpersonal skills including, but not limited to tact, patience, flexibility, and courtesy.

Maintain a safe work environment.

Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

Serve as a liaison between District and administrators, personnel, outside organizations, or the public concerning assigned areas.

Serve as a technical resource concerning assigned programs, functions, or grant activities.

Work collaboratively and maintain effective working relationships with others in the course of work in assigned areas.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

Principles and practices of organization and administration of grant-funded programs.

Community resources specializing in services supporting at-risk youth.

Applicable state and federal laws, regulations, and policies.

Budget preparation and monitoring.

Staff development and training methods.

Record-keeping, reporting, input, and data retrieval procedures for data management systems, and physical filing systems.

**ABILITY TO:**

Schedule, and attend, a significant number of activities, meetings, and/or events.

Gather, collate, and/or classify data.

Work effectively with a significant diversity of individuals and/or groups

Work with data of varied types and/or purposes.

Maintain confidentiality.

Establish effective relationships with internal and external partners.

Adapt to changing work priorities.

Work with high accuracy and attention to detail.

Meet assigned deadlines and schedules.

Work as part of a team.

Model empathy and sensitivity while working collaboratively with diverse groups and individuals.

Read a variety of correspondence, reports, ordinances, forms, charts, etc.

Prepare correspondence, reports, budgets, personnel records, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Speak before groups of people with poise, voice control and confidence.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Deal with several abstract and concrete variables.

Speak and/or signal people to convey or exchange information.

Deal with people beyond giving and receiving instructions.

Must be adaptable to performing under stress and when confronted with persons acting under stress.

Personal Computer and spreadsheet skills.

Apply knowledge of current research and theory in a specific field.

Establish and maintain effective working relationships with students, staff and the district community.

Speak clearly and concisely both in oral and written communication.

Perform duties with awareness of all district requirements and Board of Education policies.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Bachelor's degree in psychology, counseling, social services, human services, social work, communication, education, public administration, public health, community development or a

related field. (Required).

Master’s degree in related social / behavioral sciences field from an accredited college or university. (Preferred)

Pupil Personnel Services Credential in School Social Work or School Psychology or School Counseling or other related CTC credential. (Preferred).

Health services or public policy degree. Licensed Clinical Social Worker with experience in school-mental health (Preferred)

Bilingual English/Spanish (Preferred)

**LICENSES AND OTHER REQUIREMENTS:**

Valid CA Driver’s License

Bilingual (Spanish), both spoken and written, is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that Dinuba School District Community Schools Coordinator must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close and distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being, or work output of other people and meet multiple demands from several people.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.