



SPECIALIST

COMMUNITY IN SCHOOLS

JOB DESCRIPTION

JOB TITLE: Specialist - Community in Schools
REPORTS TO: Director of Communications | Human Resources
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM-04
DAYS: 260
JOB ID & DATE: ADM-45, May 2023

JOB PURPOSE SUMMARY

Responsible for the implementation, integration, alignment, and coordination of the community school strategy at the site level. The Specialist is responsible for facilitating the process of whole school transformation and establishing the strategies for positive student outcomes. This individual works in partnership with the school administrator and the Site Based Leadership Team to assess the school community's needs and assets; performs a root cause analysis; coordinates all student and family support services and partners; and creates a strategic plan. The individual facilitates a learning environment in partnership with school administration that supports student achievement and wellness based in the 6 key practices of Community Schools: powerful student and family engagement, collaborative leadership, shared power and voice, expanded, culturally enriched learning opportunities, rigorous community-connected classroom instruction, culture of belonging, safety and care, and integrated systems of support. The individual must work to create a high performing Community School wherein students and families are supported, community members are connected, and successful outcomes emerge

REQUIREMENTS

Education Level Details

Bachelor's degree in education, social work, or related field
Master degree in education, social work, health or closely related field preferred

License / Certification / Language Required

Valid Colorado special services license with appropriate endorsements required.

Work Experience Required

Five (5) years of experience working in community organizing, education, healthcare, or social work or related field preferred

One (1) year of experience working with community agencies to coordinate student success.

One (1) year of experience working with families to coordinate community or educational services.

Other Skills and Abilities Required.

Critical thinking and problem-solving skills.
Bilingual oral and written communication skills preferred.

Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.

Ability to communicate with students, parents/guardians, staff, and community members.

Ability to maintain confidentiality in all aspects of the job.

Ability to manage multiple priorities.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Guides initial and on-going Needs and Asset Assessment
- Ensures broad understanding of positive student development and family and community strengthening practices
- Guides high-quality program development and management
- Develop, review and suggest revisions to district policies and internal procedures relevant to Community Schools programs and operations in alignment with the strategic plan and Board priorities.
- Problem solve, collaborate and communicate with others on the interpretation and implementation of Board policies and regulations as they relate to the programs, contracts and agreements managed by Community Schools.
- Supervise the management, interpretation and enforcement of Colorado Child Care rules and regulations for state licensing compliance.
- Supervise compliance of Community Schools programs with all federal, state and local laws and regulations. Supervise compliance of Community Schools programs with all Board policies and regulations and District negotiated employee agreements.

Collaborative

- Facilitates the school based community engagement team and carries the collective vision, the best practices of community schools,, engages and excites others, ensures that programming supports the vision, outlines the general direction of the community school strategic plan
- Builds and guides the school into a diverse, robust governing body
- Develops strong partnership with principal
- Serves on leadership teams of school
- Collaborates with staff or leads team of partner staff
- Collaborates with parent and community volunteers and partners

Assessment-Centered

- Manages programs and initiatives, as the lead for all partnership activities in the school. Monitors program quality, measurement, evaluation, adaptability, logistical issues, timeliness, etc.
- Develops procedures and policies as needed
- Ensures appropriate “fit” and accountability of programming that is: aligned, in-school and out-of-school, developmentally appropriate skill development, culturally appropriate and responsive to the populations served

Partner Strengthening

- Informs all stakeholders of nature and scope of the partnership
- Brokers and tends relationships to strengthen the partnerships
- Builds long-term relationships with community
- Oversees or leads communication and public education about Community Schools
- Cultivates “champions” among policy- and other leaders
- Works with Principal, coordinating body and School Based Leadership to develop strategic funding plan and implement site-level resource development

Budget

- Manage budgets for all funds associated with the program.
- Maintain accurate inventory and purchasing records.

Safety and Training

- Establish and implement entry level and ongoing training programs for team members.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Staff members assigned to the team.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____