

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 specific school locations to meet the needs of the school's population.

ESSENTIAL FUNCTIONS:

- Assess the needs of the school, students, families, and community;
- Foster and coordinate a variety of partnerships;
- Create and foster partnerships on behalf of the community school;
- Engage with families and the community through responsive, professional, two-way communication;
- Present a positive image to the public;
- Ability to work collaboratively with a diverse group of stakeholders including students, teachers, parents, and community members;
- Demonstration of exemplary technology skills;
- Proficiency in data collection, analysis and reporting;
- Strong leadership and organizational skills with the ability to effectively manage multiple projects;
- Demonstration of ability to communicate effectively, both orally and in writing;
- Follow and adhere to grant guidelines and expectations; and
- Provide equitable educational opportunities for all stakeholders.

DUTIES AND RESPONSIBILITIES:

- Serve as the Chair of the Community School Steering Committee, coordinating meetings and facilitating collaborative decision-making;
- Conduct a comprehensive CS Needs Assessment of the school community, encompassing both student and community perspectives;
- Lead in the development and execution of a detailed implementation plan based on the needs and asset assessment findings;
- Use data to inform partnerships and programming;
- Create and align the community school strategy with School Improvement Plan and out-of-school-time (OST) programs;
- Implement identified strategies and desired outcomes (e.g., biweekly meetings with OST partners) according to results from CS Needs Assessment;
- Coordinate and oversee the delivery of a range of wraparound services in the school, including health, and mental health services;
- Establish and maintain strategic partnerships with community resources and organizations to support student achievement and well-being;
- Regularly report progress and outcomes to school administration, LEAs and other relevant stakeholders;
- Work closely with school leadership and staff to integrate the community school strategy into the broader education framework;
- Train, supervise, and lead school volunteers;

- Ensure compliance with all local, state, and federal regulations and requirements pertaining to community school operations; and
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Education, Social Work, Public Administration, or related field required;
- Master's degree in a related field (preferred);
- Minimum two years of experience in education, community development, or program management;
- Experience in working in a community school setting (preferred);
- Knowledge of local community resources and networks (preferred);
- Bilingual abilities (preferred);
- Training in trauma-informed care and restorative practices (preferred);

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

Updated 2.6.2024