

BUENA PARK SCHOOL DISTRICT

COMMUNITY SCHOOLS COORDINATOR

DEFINITION

Under direction of the Director, the Community Schools Coordinator has responsibility for coordinating, supervising, and evaluating the California Community Schools Program and Partnerships Grants (CCSPP) and is the primary contact for assigned program partners.

EXAMPLES OF DUTIES

The Community Schools Coordinator will:

- Develop, manage, supervise, and coordinate the implementation of all components of the assigned program including budgets, contracts, personnel, professional development, data collection, reports, evaluation, site visits, and technical assistance;
- Collaboration with site principals, administrators, counselors, partners and additional education partners;
- Conduct and analyze needs assessment to identify barriers to learning, available resources, and gaps in service;
- Serve as the primary contact for all school district or community-based partners participating in the assigned program;
- Participate in statewide, regional, and local activities required of the program;
- Participate in appropriate trainings and services as a trainer for the school district or community-based partners participating in the program;
- Attend grant-based meetings, trainings, and events;
- Attend district meetings and professional developments;
- Create, implement, and deliver professional development for assigned program sites;
- Keep accurate records of work completed by program participants and other personnel hired to support program activities;
- Work with site personnel to monitor work and assess needs;
- Facilitate program evaluation and reporting; may manage and evaluate staff assigned to implement the assigned program;
- May assist with recruitment/retention of partnerships;
- Perform other duties as assigned.

QUALIFICATIONS

This position offers an opportunity to work with site teams to enhance the unique educational programs of the targeted schools. The ideal candidate will be a passionate and visionary leader who can facilitate collaboration and excellence in educational practice and pedagogy for the benefit of all students and staff.

Candidates must have:

- A valid California K-12 administrative credential or be in process of obtaining an administrative credential
- Successful experience in coordinating and conducting professional development activities
- Experience in program implementation and evaluation
- Experience working with schools, districts, and community organizations
- Experience in spearheading family and community services in a diverse educational or social services setting

Knowledge of:

- Fundamental principles in quality professional development and program implementation
- Knowledge of and willingness to stay abreast of current trends, innovations, practices in professional development, and the assigned grant program requirements

Ability to:

- Provide leadership in the development and implementation of quality professional development
- Provide leadership in the development and implementation of grants and programs as assigned
- Serve students with diverse needs including English language learners;
- Research, interpret, and prepare a variety of statistical and administrative reports and proposals

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- Work effectively with diverse individuals and groups
- Effectively structure, organize, and systematize tasks and activities
- Manage a budget with accuracy and fiscal accountability
- Travel to attend meetings, trainings, and other professional events
- Establish and maintain effective and cooperative working relationships
- Collaborate with school and community groups
- Communicate effectively with children and adults of diverse racial and cultural backgrounds
- Prepare effective oral and written reports and maintain various records and files
- Be accessible and approachable with the ability to listen and be open to new ideas and suggestions regarding services and strategies
- Speak and write in Spanish (desirable)

WORKING CONDITIONS

Environment:

Office and school environments, with frequent interruptions

Physical Demands:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; communicate clearly in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; lift and carry up to 20 pounds; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier

Board Approved: 02/14/2024