

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Community Schools Coordinator  
**Prepared Date:** 12/2/2021  
**Revised Date:** 9/15/2023  
**Work Year:** 165 Days  
**Department:** Teaching and Learning  
**Reports To:** School Principal  
**Salary Range:** APT Salary Schedule (Lane CC)  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

Under the direction of the school principal, the Community Schools Coordinator (CSC) is a school-based position, working to support the Community School Model through family and community engagement, developing communication systems, and recruiting and managing partnerships and resources around school goals and the needs of families and youth. The CSC facilitates collaborative planning processes and supports the implementation of programs, services, and initiatives around the identified goals. Position may have multiple evening and weekend responsibilities, including a potential nontraditional schedule with hours as early as 7am or as late as 9 pm. Final schedule to be determined based on school needs.

**QUALIFICATIONS:**

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. The physical demands, work environment factors, and mental functions described below are representative of those that 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 the essential functions.

**REQUIRED:**

- Any combination of education and/or experience equivalent to: Bachelor's Degree in Social Work, Psychology, Counseling, Education, or related field, and three (3) years of experience in education or community related role
- Valid Colorado Driver's License
- Reliable Transportation
- Proficient in Microsoft Office and Google Suite Applications
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Master's Degree in social work, psychology, counseling, education or similar field
- Previous experience in social services or with children
- Leadership responsibilities involving project management
- Demonstrated experience working with community partners
- Experience with facilitation, data analysis, grant writing, and/or using outcomes in program development, operation and evaluation.
- Bilingual in Spanish

**SKILLS AND KNOWLEDGE:**

- Ability to work in a complex environment using technical and interpersonal skills.
- Ability to establish and maintain positive and productive working relationships with diverse groups including regulatory agencies and members of the business community
- Ability to effectively present information to leadership, public groups, and boards of directors and respond to common inquiries or complaints as needed.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards
- Ability to work well in a team including staff and volunteers. It is critical to understand community needs and how to utilize and articulate strategies to promote community impact
- Ability to prioritize multiple demands
- Ability to maintain accurate records and documentation and provide reports to the school administration
- Ability to maintain strict confidentiality and ensure the safety and security of confidential information and documents.
- Working knowledge of and the ability to operate within Board policies and procedures
- Strong organizational and time management skills for balancing competing priorities
- Excellent interpersonal, verbal, and written communication and conflict resolution skills with the ability to build relationships with people from diverse life experiences
- Ability to work a flexible schedule, including some nights and weekends

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assemble and facilitate a Community School Advisory Board (e.g. parents, teachers, students, school administrators, local business leaders, etc.) for the purpose of identifying needs, mapping the assets of the school community, guidance, and collaboration in community school strategies.
- Lead the development of the school's asset map and needs assessment. Continuously engage community in ongoing assessment and activities as a successor to the initial community asset map and needs assessment process
- Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including participation in community groups and/or committees as a representative of designated partner school
- Work with Community School Advisory Board to create a Community School Action Plan that implements programs and services that are coordinated and well-aligned to the needs of the school community and the school's Unified Improvement Plan
- Act as a liaison between community partners and school administration to secure appropriate space, resources, and recruitment of families and students within the school building for the purpose of implementing community school programs.
- Develop and implement an action plan for identifying, recruiting, and managing partnerships and services at the school in alignment with the Community School Action Plan. Leverage partnerships and identify community resources for the purpose of bringing needed programs and services, identified in the Community School Action Plan, into the Community School.
- Manage existing partnerships and develop new ones. Coordinate partnerships to bring services, programs, and volunteers to the school. Develop Memoranda of Understanding (MOU) with community partners to outline the scope of work and responsibilities for each partner for the purpose of following district protocols for contracts, background checks, and invoices ensuring that MOUs are in compliance.
- Support grant-seeking and other fund development activities including: planning and development of application processes, grant-writing, and training and/or technical assistance in the outcome measurement reporting
- Serve as key contact person for school staff seeking support or enrichment for students and families.
- Connect with students, families, and community residents to services and programs, with particular focus on students at risk of chronic absence and disciplinary action.
- Engage parents/guardians as full partners in their school and community at large using a community framework for the purpose of conducting outreach working alongside parent leaders to facilitate leadership training for other parents, supporting parent teams to accomplish goals of the school community, and recruit parent leaders for the Community School Advisory Board

- Engage neighborhood residents, businesses, faith institutions, and community leaders in the success of the school
- Participate in appropriate school and community meetings, community partner organization meetings, neighborhood association meetings and parent organization meetings to ensure strategic communication and alignment
- Provide training and technical assistance activities to community partners, key stakeholders, school staff, and volunteers as needed
- Monitor and analyze outcomes related to school goals and benchmarks of community school determined in the Community School Action Plan, such as: attendance, student discipline referrals, academic achievement, parental involvement, and program effectiveness. Prepare monthly reports to share with school and community partners.
- Develop and maintain a daily calendar of programming during and beyond the school day for children, families, and the community, including management of all uses of the building after school hours.
- Serve as on-site support during implementation of community school programs and services, including communication, preparation, and logistics for the purpose of collaborating with school partners.
- Lead or participate in coordinated activities before, during, or after school, as well as the summer months. Bridge communication between school day and afterschool staff
- Comply with any and all applicable Board guidelines, policies, practices, and legislative and regulatory requirements
- Engage in ongoing learning about community schools and the community school model, collaborate with other community school coordinators, and serve as an ambassador to promote the community schools model

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School Principal

The physical demands, work environment factors, and mental functions described below are representative of those that 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 the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8.5 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Standing			<b>X</b>		

Walking (level surface)				<b>X</b>	
Walking (uneven surface)		<b>X</b>			
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms			<b>X</b>		
Repetitive use wrists			<b>X</b>		
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation				<b>X</b>	
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting/Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary depending on student and school needs. Position requires frequent local travel in the community.