

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, COMMUNITY SCHOOLS

Purpose Statement

Under administrative direction, the Coordinator, Community Schools will plan, coordinate, and deliver technical assistance and professional development for districts and schools throughout San Diego County on community school strategies, and will serve as a liaison with key partners to consult and leverage community school services to support student academic and social emotional outcomes.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and the level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Coordinates and provides leadership and direction to school staff, site administrators and community partners in the development of the community schools strategy to improve conditions for students and families.
- Serves as a bridge between SDCOE and community partners to ensure the coordination of programs, services, and resources to improve the academic and social emotional outcomes for students through a community school lens.
- Compiles data from a variety of sources to identify key community partnerships that align with SDCOE's mission and North Star goal.
- Conducts targeted outreach to districts and school sites to implement a community school approach to meeting student needs and outcomes.
- Provides ongoing updates to SDCOE staff and leadership on the status and outcomes of technical assistance offered and provided to districts and school sites.
- Prepares quarterly, annual, and special reports as requested by SDCOE leadership on the effectiveness of support and services provided to districts and schools sites.

- Curates and/or develops materials, toolkits, and resources on best practices pertaining to the recruitment, coordination, and convening of partners to integrate and align efforts that support student and school success.
- Plans, coordinates, schedules, and delivers professional learning for SDCOE staff, district, school site, and community partners on effective community school strategies.
- Supports SDCOE staff with building capacity and making meaningful connections, to understand how their work impacts students and families.
- Provides direct services and coaching to districts and school staff on organizing and building engagement with potential community partners.
- Supports and delivers ongoing guidance to districts in their quest to identify funding to support student academic and social emotional outcomes.
- Participates in meetings, workshops, and seminars (e.g., monthly meetings with initiative partners, local school and community meetings and committees, etc.) representing the San Diego County Office of Education at the regional level.
- Prepares a variety of informative program materials (e.g., correspondence, promotional literature, research, and information updates, etc.) communicating new programs, policies, and research developments to all key stakeholders.
- Organizes and builds engagement with potential community school partners, including students, school staff, families, other community residents, organizations, programs and businesses to involve them in community school initiatives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

SDCOE policies and procedures and relevant codes/laws/rules/regulations/policies; Community schools, whole child initiatives practices and interventions; Community resources;

Methods of adult learning and training;

Principles and techniques for identifying and braiding funding and resources;

Practicing cultural competency while working collaboratively with diverse groups and individuals;
Research-based strategies for student, family, and community partners' engagement

School climate improvement techniques;

Alignment of school-based initiatives to building a culture of belonging.

Coordinator, Community Schools

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals; Partner with school staff and district leaders, law enforcement, mental/behavioral health, community-based organizations, probation, child welfare services and other relevant partners resulting in effective services for students and school communities;

Schedule activities, meetings, and/or events;

Work with a significant diversity of individuals and/or groups; Perform duties independently;

Analyze issues and create action plans; Adapt to changing work priorities;

Communicate effectively both orally and in writing; Meet deadlines and schedules;

Work with detailed information/data;

Understanding related policies and laws, and funding streams to support whole child initiatives.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Bachelor's degree in education, education administration, social work, or related field; Master's degree preferred.

Experience: Five (5) years of professional experience in pupil services and demonstrated success in community schools, school climate/culture. Experience must include developing successful working partnerships with TK-12 school sites, including planning for and leading community school activities, workshops, professional learning, and meetings, including three (3) years of management experience.

Coordinator, Community Schools

Equivalency: A combination of education and experience equivalent to a bachelor's degree preferred. degree in education, education administration, social work, or related field and five (5) years of professional experience in pupil services and demonstrated success in community schools, school culture, and effective engagement with community partners. Experience must include developing successful working partnerships with K-12 school sites; including planning for and leading school wellness and culture activities, workshops, and meetings, including three (3) years of management experience. Master's degree preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical examination including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management Grade 045

Personnel Commission Approved: Feb. 21, 2024

Revised: 07/24; 09/24