

CLASSIFIED JOB DESCRIPTION

COMMUNITY SCHOOLS SITE COORDINATOR

JOB SUMMARY:

Under the general direction of the District Community Schools Coordinator, work collaboratively with the school administrator and school teams in the establishment and development of the Community Schools program pillars. Serve as a school liaison for agencies and programs partnering with the school site; provide, facilitate, implement, and coordinate community partnerships, programs, and services for families, students, and staff. Collect, analyze, and monitor data and other resources to ensure alignment, expansion, and improvement of services.

ESSENTIAL JOB FUNCTIONS:

- Coordinate and participate in collaborative leadership with their assigned Community School, site administrators and school teams.
- Facilitate regular site Community School Steering Committee meetings.
- Organize, promote, invite and facilitate Community School focus groups quarterly for students, families, and staff.
- Serve as the liaison between community partners, administrators, and school teams to secure appropriate space, resources and recruitment of families and students to implement Community Schools programs.
- Conduct strengths and needs assessment to prioritize services, identify gaps in services, and build on existing supports.
- Identify and engage in community partnerships that meet the critical needs, support student achievement, and leverage those partnerships to bring needed programs and services to the Community School; integrate and align resources to school's goals and priorities.
- Create supportive and collaborative relationships with Community School educational partners to work towards meeting of common goals; work collaboratively with all educational partners to build knowledge, connections, and services that are appropriately aligned with the Community School pillars and structure.
- Collect and monitor data to evaluate effectiveness of partnerships and programs; collaborate with the school team to monitor outcomes, quality, and effectiveness of partnerships and programs.
- Documentation for site community school projects, including: referrals, resource connections, case files, etc.
- Collect, organize, and analyze site data to drive shared leadership decisions.
- Serve our students and families in greatest need, removing barriers to access school/community supports and resources and assisting in closing opportunity gaps; assist in addressing barriers of attendance and chronic absenteeism.
- Attend school-based meetings for collaboration with all staff, grade level, and committees as determined appropriate by school administrator.

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- Serve as on-site support during implementation of Community Schools programs and services, including communication, preparation, and logistics.
- Directly coordinates and collaborates with Chula Vista Community Collaborative.
- Perform other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to effectively work with communities in need with dignity and respect.
- Ability to relate to a variety of ethnic and cultural groups; work in team environment; work effectively and efficiently; model a caring and welcoming behavior.
- Ability to work collaboratively as a member of a team.
- Excellent networking, communication, and interpersonal skills.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Knowledge of Federal, State, and County community resource organizations, resources, and public services available for students and families.
- Knowledge of organizational development principles and practices.
- Communicate effectively both oral and written; ability to compose and comprehend written communication.
- Flexibility to work evenings and/or weekends based on and around family and/or community events and needs.
- Analyze situations, identify alternatives, and implement recommendations in support of goals.
- Meet schedules and timelines.
- Bilingual in English/ Spanish is preferred.
- High school diploma or GED required.
- Any combination of relevant training, experience, and education equivalent to an associate's degree with five years of experience working with students and families in the TK-6 educational system or with organizations that serve school communities in student/ family support areas including academic support, mental health, afterschool, youth development, family support, or leadership development.

Classified Salary Schedule: Range 45
BOARD APPROVED: 03/08/23
Revision Dates: 07/12/23
07/17/23
08/09/2023