

**MANAGEMENT JOB DESCRIPTION**

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**DISTRICT COMMUNITY SCHOOL COORDINATOR**

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**JOB SUMMARY:**

Under the general direction of the assigned department or division head, coordinate and provide leadership and direction to site community school coordinators, administrators, and school teams in the establishment and development of community schools as it relates to the defined program pillars and structures. Reports regularly to the District Steering Committee on progress towards implementation of Community Schools.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate and provide leadership and direction to site community school coordinators, site administrators and school teams in one or more areas of the community school pillars.
- Provide support to site community school coordinators and school teams to build relationships and partnerships in order to provide needed services for students and families.
- Assist in the coordination and evaluation of coaching cycles and professional development offered to school sites in partnership with the site community school coordinator; recommend best practices and strategies for the development of model community schools.
- Lead assigned community school development projects and lead the implementation of new programs or services associated with supporting community schools.
- Identifies and recruits organizations and agencies willing to offer programs and services for students and families in the community in order to create partnerships beneficial to the District to support community school sites; develop effective partnerships that foster participation and collaboration.
- Plan, organize and conduct site community school coordinator professional development.
- Assist in the formulation and development of policies, procedures, and programs for community schools.
- Assist in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the effectiveness of assigned activities and personnel related to community schools; participate on district committees and provide regular reports to the District Steering Committee on progress towards implementation of community schools.
- Assist site community school coordinators and school teams to conduct a strengths and needs assessment to inform the development of partnerships and services for the community; conduct observations and research, gather and evaluate data to provide support and feedback.

- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop procedures to encourage effective and efficient management controls within assigned area.
- 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 with minimum supervision; model a caring and welcoming behavior.
- Knowledge of the social, emotional, and physical problems of children and families, crisis intervention, and effective methods of school intervention; community resources, structure and operations of human services and health care agencies, school and neighborhood-based organizations.
- Ability to provide leadership and direction in the administrative and instructional functions of the district.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Plan and organize programs.
- Analyze problems, make decisions, and be responsible for those decisions.
- Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines. Any combination of training, experience, and/or education equivalent to a master's degree, seven years of experience working with students and families in the TK-12 educational system or with organizations that serve school communities, and experience in establishment of community partnerships to support the development of comprehensive school systems and structures.