MANAGEMENT JOB DESCRIPTION

COORDINATOR OF CA COMMUNITY SCHOOLS PARTNERHIP PROGRAM (CCSPP)

JOB SUMMARY:

U**n**der the direction of the Executive Director the Community School Coordinator is responsible for executing the coordination and alignment of resources within Feaster Charter School to address the learning barriers for students and achieve educational goals. The Community School Coordinator will develop a system of support for students, families, and community members, implementing procedures, and policies while monitoring projects. Resources may be designed to include options before, during or after-school, during the school year and throughout intersession(s) and summer months. Coordinated resources and programs must address key priority areas of integrated support services; extended learning time services; medical services; health screenings; mental health services; early childhood care and educational screening; youth and family engagement. The role of the coordinator is complex and requires a dynamic person who can effectively navigate and interconnect multiple systems and partnerships to achieve success for children and families. **This is a grant funded position ending on June 30, 2028**.

ESSENTIAL JOB FUNCTIONS:

- Conduct a needs assessment by working with school administrators, teachers, partner agencies, parents, and students to identify barriers to learning, available resources, and gaps in services.
- Identify, engage, and recruit partners to offer programs and services for students and families based on the community's needs assessment. Develop administrative agreements/MOUs with partners to provide services.
- Develop the continuum of services for the student's families and community members within the school neighborhood.
- Responsible for creating and implementing the Community School plan.
- Assist directly with information sharing and referral services to maintain an effective referral process to community resources.

- Develop, maintain, and publicize a schedule of programs and activities offered at the school.
- Create, strengthen, and maintain the bridge between the school and the community by creating opportunities for shared leadership and trust. This can be done through Parent Teacher Organization, English Language Acquisition Committee (ELAC), etc...
- Facilitate and provide leadership through collaboration to resolve related issues to service delivery, access, and coordination.
- Assess for improvement and shared accountability between partnerships.
- Advocate for students, families, and community members within the school neighborhood.
- Facilitate awareness of needs and trends within the community.
- Establish and coordinate service teams to ensure needs are being met and services are being maximized to the extent possible and to adjust as needed.
- Coordinate all services that are part of the community school's initiative that takes place during and beyond the school day.
- Services can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.
- Assists in developing, coordinating, monitoring, and implementing the School Improvement Process via development and implementation of the school-wide plan.
- Coordinate procedures for evaluation and monitoring of students' academic progress utilizing instructional technology for programs offered during extended learning days and times.
- Participates in a process to identify interventions through data analysis, alignment of subgroup data to interventions, and implementation and monitoring of student progress against state standards for programs offered during extended learning days and times.
- Plans, develops and conducts required professional learning opportunities for teachers, classified staff, and parents for Local Control and Accountability Plan (LCAP) and categorical programs.
- Collaborates with Support Staff on school intervention planning for programs offered during extended learning days and times, including assisting staff with the selection of appropriate supplementary materials, instructional strategies, and interventions for targeted student subgroups.

- Facilitates appropriate community advisory committees with sensitivity towards the ethnic, cultural, and socioeconomic nature of the community.
- Supervises and evaluates teachers and staff if needed.
- Conduct required parent meetings related to the school-wide plan.
- Facilitates and plans State and Federal Compliance and Reviews.
- Student support and discipline.
- Other duties as assigned by the Executive Director.

JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Teacher development based on the California Standards for the Teaching Profession.
- California Professional Standards for Educational Leaders (CPSEL).
- Sensitivity to and understanding of the needs of English Learners (EL) students and parents.
- Understanding of the physical, intellectual, social, and emotional growth patterns of students.
- Excellent networking, training, communication, and interpersonal skills.
- How a community school framework can support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, multi-tiered system of support and differentiated assistance.

Ability to:

- Travel to other sites/locations.
- Input and interpret data in a timely manner.
- Work effectively in a multi-ethnic community.
- Develop and maintain cooperative relationships with individuals and groups.
- Apply the principles and techniques of problem solving, teaching, and counseling to school situations.
- Create and strengthen partnerships with various school educational partner groups.
- Facilitate oral and written communication in English.
- Conduct business in an appropriate manner including poise, tact, good judgment, and ability to work effectively with personnel, community representatives, parents, and students.
- Demonstrate ability in grassroots community outreach and organizing,

leadership training, and experience working with diverse communities.
- Demonstrate ability to work effectively as a member of a team.
- Use a personal vehicle to visit school and community sites, to attend periodic evening meetings and/or travel within and out of the county boundaries to attend meetings. The individual may be required to work for extended hours beyond a normal workday. This position is exempt from overtime compensation.
- Work outdoors as necessary to provide student-related services.

EMPLOYMENT STANDARDS

Education

- Possession of/or ability to obtain a valid administrative credential issued by the State of California, preferred
- Bachelor's Degree in education, counseling, or related field
- English Learner Authorization/CLAD

Experience

- Three years experience in management and community organizing

Clearances

- Completion of and clearance from TB risk assessment
- Pass criminal background check
- Bilingual (English/Spanish)
- Computer Literacy

REQUIRED DOCUMENTS FOR APPLICATION SUBMISSION:

The submission of at least one document from each of the following groups is required for this position:

- Letter of Introduction
- Resume
- Letters of Recommendation (three minimum)

For additional information, visit our website https://feaster.cvesd.org/ or call us directly at (619) 422-8397.

Management Salary Schedule: Director Salary Schedule I