

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

COMMUNITY SCHOOL COORDINATOR GRANT-FUNDED

POSITION: Community School Coordinator Grant Funded

REPORTS TO: Supervisor of Student Services and Special Programs

LOCATION: Department of Student Services

NATURE OF WORK:

The Community School Coordinator (CSC) will lead the wraparound support efforts at specific school locations to meet the needs of the school's population. Employs strong interpersonal and effective relations skills, tact, confidentiality, and diplomacy in receiving and responding to a variety of inquiries, communications, and correspondence. This position involves considerable coordination with school system, county, and the general public.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess strong leadership and organizational skills with the ability to effectively manage multiple projects
- Possess data collection, analysis and reporting skills

DUTIES AND RESPONSIBILITIES:

- Serves as the Chair of the Community School Steering Committee, coordinating meetings and facilitating collaborative decision-making
- Conducts a comprehensive Community School Needs Assessment of the school, encompassing both student and community perspectives
- Leads in the development and execution of a detailed implementation plan based on the needs and asset assessment findings
- Uses data to inform partnerships and programming
- Follows and adheres to grant guidelines and expectations
- Provides equitable educational opportunities for all stakeholders
- Creates and aligns the community school strategy with School Improvement Plan and out-of-school-time (OST) programs

- Implements identified strategies and desired outcomes (e.g., biweekly meetings with OST partners) according to results from Community School Needs Assessment
- Coordinates and oversees the delivery of a range of wraparound services in the school, including health, and mental health services
- Establishes and maintains strategic partnerships with community resources and organizations to support student achievement and well-being
- Reports progress and outcomes to school administration, LEAs and other relevant stakeholders regularly
- Works closely with school leadership and staff to integrate the community school strategy into the broader education framework
- Trains, supervises and leads school volunteers
- Ensures compliance with all local, state, and federal regulations and requirements pertaining to community school operations
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in Education, Social Work, Public Administration, OR related field or four (4) years of experience in education, community development, or program management

Preferred:

- Master's degree in a related field
- Experience in working in a community school setting
- Knowledge of local community resources and networks
- Bilingual abilities
- Training in trauma-informed care and restorative practices

TERM OF EMPLOYMENT:

Full-time eleven-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary for eleven-month employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 07.2024, 5.2025