NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position:	Community Schools Coordinator	FLSA: Non-exempt
Department:	Assigned School Site	Salary Grade: Certificated Salary Schedule with additional days at per diem rate
Reports to:	Associate Superintendent or Designee	Work Day: 195 work days per year

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the supervision of an assigned administrator; provide, facilitate, implement, and coordinate community partnerships, programs, and services. Alongside the Community Schools Steering Committee, work to implement standards outlined by the California Community Schools Partnership Program (CCSPP) for effective Community Schools:

- Integrated support services (physical health, i.e. a dental van in the community mental health, and social services)
- Family and community engagement (working to go beyond traditional wraparound services)
- Collaborative leadership and practices for educators and administrators (the decision-making body would integrate systems and operationalize ways that NUSD organizes resources to help develop best practices districtwide)
- Extended learning time and opportunities (enriched learning experiences that create a framework for use across NUSD)

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified.

- Collaborates with site administrators to ensure that parents, students, and the community at large have access to District programs
- Collects, analyzes, monitors and leverages relevant data and other resources to ensure alignment, expansion, and improvement of services including needs assessments of the Natomas Unified Community
- Organizes staff, and oversees community representative committees including the Natomas Unified Community Schools Steering Committee to identify priorities and set goals
- 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; develops effective relationships that foster participation and partnering with community advisory committees, non-profit groups, agencies, societies or other community groups.
- Establishes and maintains contact with community agencies, professionals, and organizations to improve relations between the community and the District and encourage future joint ventures; establishes and coordinates the District's comprehensive community engagement strategy.
- Develops, implements, and coordinates ongoing programs to advance partnerships between the District and the community and leverage District and community resources.
- Develops, implements, maintains, and publicizes a schedule of programs and services offered at the schools to promote the District and increase program participation.

- Works with staff (e.g. teachers and school staff) and administration (e.g. Principals, District Office staff, etc.) to ensure alignment, expansion, and continuous improvement of student services.
- Conducts ongoing surveys, focus groups, forums and needs assessments to help meet the needs and interests of the community; collects, maintains, and analyzes relevant data to monitor and evaluate the implementation of services, and strategize possible program improvements.
- Gathers feedback from staff (teachers, administrators, etc.), parents, students, and community groups to determine ongoing needs of families and develop strategies to improve services offered.
- Organize, staff, and oversee committees that include representatives of school sites, non-profit agencies, and parents from the community; Facilitates school-based leadership teams to identify needs, set priorities, evaluate goals, and coordinate program strategy.
- Conducts home visits to help identify needs and provide appropriate services for the student and their family.
- Facilitates ongoing communication between teachers, parents, students, volunteers and any other program stakeholders to set priorities and coordinate programs.
- Assists in creating training content, activities, agendas, and advertisements for parent workshops and education programs.
- Assists in requesting, organizing, and monitoring school-based services.
- Assists in the formulation of educational goals and objectives utilizing the participation of parents, community members, and school personnel.
- Assists in meeting with parent groups, school administrators, county officials, and social service providers to provide technical trainings about developing parent education programs
- Represents the District in events and meetings with the public, community groups and other agencies.
- Participates in the development of department goals, objectives, policies and priorities.
- Compiles, prepares, and maintains reports as necessary.
- Performs other duties, related to the job, as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, State, and County community resource organizations, including agencies funded from government and private sources
- Written and spoken English as well as a designated second language necessary to meet the needs of non-English speaking families
- Cultural competency including but not limited to: understanding of socioeconomic educational and racial justice and equity in educational settings
- Principles and practices of parent education, outreach, and family involvement
- Program development and budget administration procedures
- Community surveys, basic research, analysis methodology, and assessment tools
- Modern office practices, procedures and equipment
- Methods and techniques of determining services required for individuals
- Principles and practices governing student rights
- Telephone techniques and etiquette
- Applicable Federal, State, and District policies, procedures, and regulations

Skill to (Typically attained through formal training or practice):

- Plan, organize, coordinate, and manage community and school related programs
- Develop and maintain schedules of programs offered through the District

- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Interpret and explain District policies and procedures and applicable State and Federal regulations
- Develop and implement departmental policy, procedures, plans and programs
- Create clear, concise, and accurate reports, analyze and maintain records
- Analyze problems, identify alternative solutions and implement recommendations in support of goals
- Grant writing, technical writing
- Exercise sound judgment, flexibility, creativity and sensitivity in response to changing situations and needs

Ability to (Typically a personal quality attained without formal training, education, or practice):

- Establish and maintain effective working relationships with a variety of customers, staff, volunteers and community groups contacted during the course of work
- Communicate effectively orally and in writing
- Understand and carry out oral and written instructions
- Meet schedules and timelines, especially during peak periods
- Manage multiple, concurrent and conflicting priorities and deadlines;
- Work in fast-paced environment with constant interruptions, maintaining flexibility
- Prepare and present program information accurately and clearly
- Work independently with little direction
- Type at an acceptable rate of speed

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate
  Sufficient visual acuity to recognize words, letters and numbers
- Sufficient speaking and auditory ability to carry on conversations in person and over the phone
- Normal physical strength and endurance for standing, sitting, bending, or walking

EDUCATION AND EXPERIENCE

- An Associate's degree (or higher) from an accredited institution in communications, social services, education, school counseling or a related field.
- Possession of a Credential as described in Education Code 44022.
- Three years of professional experience working with children and/or adults in a community development role, such as developing and administering training programs, community organizing, interacting with community groups, counseling adults or working with community service agencies.

LICENSE AND OTHER REQUIREMENTS:

- A valid California driver license and availability of private transportation or ability to obtain transportation between job sites is required.
- Positions in this classification are preferred to speak, read and write in a designated second language (Spanish, Punjabi).

Board Approved: 08/30/2023