

Birmingham Community Charter High School

Community Schools Coordinator

Title: Community Schools Coordinator
FLSA Status: Non-Exempt
Reports to: Administrative Director
Revised: April 21, 2023
Status: **Temporary: Grant Funded**

DEFINITION

Under the direction of assigned Administrative Director, the Community Schools Coordinator serves as a bridge between the school and Community-Based Organizations to build programs, services, and resources that improve students' academic and social-emotional outcomes. Their role is to ensure that students, families, and the community have access to the resources and services they need to succeed in school and in life. The Community Schools Coordinator will manage existing partnerships, identify new partners, and monitor program quality and impact by using a data and results-driven approach to address each student's needs. Community School Coordinator will work directly with students, school staff, and families to identify barriers that limit student success and develop strategies and resources to improve attendance, reduce behavior incidents, promote family and community engagement, and increase student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively with school leaders and community partners to establish BCCHS as a Community School by contributing to the vision and implementation plan.
- Oversee the implementation of a Comprehensive Needs Assessment, Asset Map, and Gap analysis to identify the resources required for the students and families at BCCHS.
- Invite and oversee a Community School Committee that will meet regularly to develop a strategy for implementing actions toward creating BCCHS as a Community School.
- Collaborate with various school leaders and offices to engage families and support resources, establish procedures for identifying student needs, and target supports to address those needs.
- Foster community engagement in partnerships that meet critical needs and support student achievement.
- Work with school staff, agencies, and community organizations to build on existing supports and bring new services and partnerships to BCCHS.
- Create and implement the Community Schools Plan in collaboration with all educational partners, including
 - Planning, developing, and coordinating parent and community outreach initiatives that enhance student learning and academic achievement;
 - Organizing and attending school meetings, outreach events, and grant-related events, including Wellness Fairs, Open House, and community gatherings;
 - Coordinating the collection of and analyzing performance data and program quality metrics to assess the effectiveness of initiatives and ensure alignment with desired outcomes;
 - Communicating program goals, logistics, and requirements effectively with all educational partners; and
 - Developing and managing documentation systems for audits, compliance reporting, and program evaluation.
- Assist in developing infrastructures for strong communication and delivery of services to students and families.
- Initiate, facilitate, and coordinate programs and strategies that support the community school initiative (including mental health, physical health, and enrichment programs).
- Identify and organize existing supports including physical and mental health resources, enrichment programs, and family engagement resources.
- Establish, maintain, and update agreements and MOUs with partners and programs.
- Promote, develop, and ensure services are maximized to the extent of their capacity at the school site.

- Identify program metrics to evaluate the effectiveness of interventions and support services, evaluate the implementation of Community School programs, and regularly communicate findings with school leadership.
- Prepare and submit all reporting as required by the California Community Schools Grant Program.
- Maintain confidentiality and discretion while performing duties.
- Performs other duties as assigned in accordance with the school/CEU agreement.

QUALIFICATIONS

- A bachelor's degree or higher from an accredited university is required.
- Three or more years of employment experience working in a human service, behavioral health, education, or other related field.
- Familiarity with schools, non-profit organizations, and community-school partnerships preferred.
- Ability to understand and work effectively within the dynamics of various agencies, public schools, and other partners.
- Ability to build positive relationships with a variety of constituencies including students, their families, teachers, staff, and outside community members.
- Excellent communication and organizational skills; strong written and interpersonal skills.

DESIRABLE QUALIFICATIONS

- Master's degree in social work or related field- LLMSW, LMSW, LLP, TLLP, LLPC, or LPC.
- Knowledge of the Local Control and Accountability Plan, California Dashboard, multi-tiered system of support (MTSS), positive behavior interventions, and support (PBIS), cradle to college and career models, and differentiated assistance.
- 1-2 years experience in collecting, inputting, and analyzing qualitative and quantitative data strongly preferred
- Bilingual – English/Spanish preferred
- Direct experience working with children, youth, and families of diverse populations. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics as well as a social-justice oriented approach and an advocate for inclusivity.
- Strong collaborative, problem-solving, and organizational skills.
- Ability to communicate effectively with a variety of audiences. Excellent communication skills (verbal, nonverbal, written)
- Experience in grassroots community outreach and organizing.
- Ability to work collaboratively as a member of a team.
- Experience with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups.
- Excellent networking, communication, and interpersonal skills.
- Poise, tact, good judgment, and commitment to the education of all students.

OTHER EMPLOYMENT REQUIREMENTS

- Department of Justice fingerprinting and a review of conviction records.
- TB (tuberculin) clearance as mandated by the California Education Code

This class description is not a complete statement of essential functions, responsibilities, or requirements but **is** representative of the minimum level of knowledge, skill, and abilities needed. Management retains the discretion to add or change typical duties or a position at any time.

This is a temporary position available due to grant funding.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date

Board Approved: June 24, 2025