

Position: Student & Family Services Site Coordinator**Classification:** Classified Supervisory**FLSA:** Exempt**Reports to:** Assigned Supervisor**Range:** Classified Supervisory Salary
Schedule

EDUCATION AND EXPERIENCE

Two years professional experience working with children and/or adults in a community development role; Bachelor's degree in communications, social services, education, school counseling, or related field.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUMMARY

Under the direction of an assigned supervisor, responsible for the implementation, integration, alignment, and coordination of the community school strategy and expanded learning opportunities as part of the community schools' pillars at the site level; works in partnership with the school administrator and the site leadership team to assess the school community's needs and assets; provide, facilitate, implement, and coordinate community partnerships, programs, and services; collaborate with site administrators to ensure that parents, students, and the community at large have access to District programs; collect, analyze, monitor, and leverage relevant data and other resources to ensure alignment, expansion, and improvement of services; organize, staff, and oversee community representative committees to identify priorities and set goals; creates opportunities to meet the needs of the students, site, and community; and performs other related duties as required.

REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Implements the site program under the direction of the school site administrator and assigned supervisor.
- Communicates program needs to school site administrator.
- Assesses which services are most needed at the school and works with the school leadership team, the community, families and agencies to bring the identified services to the school.
- Communicates with parents, staff, and community partners, regarding individual student and program needs and supports.
- Conducts need and asset assessments to prioritize services, identify gaps in services, and build on existing supports.
- Works with school staff, agencies, and community agencies to bring services to the schools.
- Initiates, facilitates, coordinates programs, meetings, and strategies that support the site needs.
- Promotes, develops, and ensures services are maximized to the extent of their capacity at the school site.
- Creates and implements the site plan in alignment to appropriate funding/grant components and requirements, collaborates with all site decision making key players (i.e. committees, administrative team, community partners, etc.)
- Coordinates community resources serving the school, including tutoring, primary health, arts, recreation, and other resources identified in the site need assessments, district-wide initiatives, and grant requirements.
- Provides coordination of programs during and beyond the school day for students, families, and the community.
- Engages the community in partnerships that meet critical needs and support student achievement.
- Integrates and aligns resources to school goals and priorities with focus on meeting the Four Pillars of Community Schools; Integrated Student Supports, Expanded and Enriched Learning Time and Opportunities, Active Family & Community Engagement, and Collaborative Leadership & Practices.

Student & Family Services Site Coordinator - Continued

- Supervises and supports staff associated with the site program and those that supports the needs of the program.
- Collaborates with the school team to monitor, reflect, and revise site initiatives and plans.
- Monitors outcomes and the effectiveness of partnerships and plans.
- Monitors and supervises programs and staff within and outside of the academic instructional day
- Work a flexible schedule, including evening and weekends as required by program demands
- Performs other related duties as assigned-

KNOWLEDGE AND ABILITIES

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others

Knowledge of:

- Planning, organization and direction of the functions of coordination and/or management/administration in an educational and/or human services setting
- The social emotional, mental health, curricular and academic needs of students and families
- Collaboration, meeting facilitation, networking, problem-solving, team building and community-based partnering and networking
- School-based service delivery
- Dashboard, multi-tiered system of support and differentiated assistance
- Applicable laws, codes, regulations, policies and procedures
- Compliance to grants, their requirements, and structures to maintain grant compliance
- Interpersonal skills using tact, patience and courtesy with a diversely skilled workforce
- Organizational skills
- Principles and practices of supervising, training, and providing work direction
- District organization, operations, policies, objectives and goals
- Research methods, report writing techniques and record-keeping techniques
- Principles and practices of effective management techniques
- Oral and written communication skills
- Reading and writing English communication skills
- Modern office practices, procedures and equipment

Ability to:

- Compose and comprehend written communication
- Grassroots community outreach and organizing
- 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
- Display poise, tact, good judgment, and commitment to the education of all students and needs of the site community

WORKING CONDITIONS

Environment:

Office and construction site environment; driving a vehicle to conduct work.

Physical Abilities:

Student & Family Services Site Coordinator - Continued

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Central Unified School is committed to its mission of embracing diversity to educate our youth, ensuring academic success, and empowering tomorrow's leaders.

Board Approved: 2/25/25