CLASS TITLE: COMMUNITY SCHOOL COORDINATOR

DEFINITION: Under the direction, performs work of moderate difficulty in coordinating services to meet community development needs, and performs related work as required.

EXAMPLE OF DUTIES:
- Provides related program training for community members
- Coordinates various community development services and programs
- Performs program evaluations to determine effectiveness of various projects
- Schedules use of public facilities
- Supervises clerical support staff
- Attends or conducts meetings
- Develops community school delivery system policies
- Prepares correspondence and reports
- Coordinates publicity for community development programs
- Assists in writing funding proposals
- Establishes budget operations
- Confers with community agencies and businesses

DESIRABLE QUALIFICATIONS:
Training and Experience: A combination of training and experience equivalent to completion of college level coursework for a degree in education or one of the social sciences and one year experience in community development programs.

Knowledge of:
- The community and its resources and regulations (including relevant public agencies, charitable foundations and other funding services)
- Program management
- Standard office procedures
- School operations

Skills in:
- Applying program management practices
- Identifying community development needs
- Establishing and maintaining effective working relationships
- Communicating clearly, both orally and in writing

Ability to:
- Learn school operations, rules and regulations

Licenses and Certificates:
- A valid California driver's license