# SAN YSIDRO SCHOOL DISTRICT

**TITLE**: Community Schools TOSA
**DEPARTMENT**: As Assigned
**FLSA**: Exempt
**Revised**:

**REPORTS TO:** School Administrator
**CLASSIFICATION**: Certificated
**SALARY**: Educator's Salary Schedule
**Board Approved:** November 12, 2026

**BASIC FUNCTION:** Under the direction and supervision of the school administrator, works collaboratively with the school (administration, staff, families and community partners) in the establishment and development of the Community Schools Framework. Serves as a school liaison for agencies and programs partnering with the school site; provides, facilitates, implements, and coordinates community partnerships, programs, and services for families, students, and staff. Collects, analyzes, and monitors data and other resources to ensure alignment of services that strengthen student supports, family engagement and learning opportunities.

**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 are intended to accurately reflect the principal job elements.)**

- Participate in collaborative leadership with their assigned Community School, site administrators, and school teams.
- Co-facilitate regular site Community School Committee meetings to ensure collaboration, communication, and alignment with district initiatives and the four pillars.
- Assist principal to organize, promote, invite, and facilitate Community School focus groups for students, families, and staff.
- Serve as the liaison between community partners, administrators, and school teams to share resources and recruitment of families and students to implement Community Schools programs.
- Assists principal in monitoring grant timelines, budgets, expenditures, and required documentation.
- Assist principal in conducting and analyzing strengths and needs assessment to prioritize services, identify gaps in services, and build on existing supports.
- In collaboration with the principal, identify and engage in community partnerships that meet critical needs, support student achievement, and leverage those partnerships to bring needed programs and services to the Community School; integrate and align resources to the school's goals and priorities.
- Support parent engagement at the school to build capacity and strengthen family involvement.
- Be visible and available to families and staff during contract hours to promote community schools' initiatives.
- In conjunction with the site principal, maintain and create supportive and collaborative relationships with Community School educational partners to build knowledge and provide services that meet common goals.
- Assist principal in collecting and monitoring data to evaluate effectiveness of partnerships and programs; collaborate with the school team to monitor outcomes, quality, and effectiveness of partnerships and programs.
- Assist principal in collecting, organizing, and analyzing site data to drive shared leadership decisions.
- Support ongoing school efforts to address barriers of attendance and chronic absenteeism.
- Provide professional development assistance to the site administrator as requested.

- Maintain cooperative and effective working relationships with children and adults to support student achievement, wellness and family engagement.
- Perform other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Ability to effectively work with communities in need with dignity and respect.
- Ability to relate to a variety of ethnic and cultural groups; work in a team environment; work effectively and efficiently; model caring and welcoming behavior.
- Ability to work effectively with staff members to develop professional learning community
- Excellent networking, communication, and interpersonal skills.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Knowledge of community resource organizations, resources, and public services available for students and families.
- Meet schedules and timelines.

**MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- BS/BA degree
- Valid California Single or Multiple Subject Teaching Credential
- Three years of classroom teaching experience
- CLAD, BCLAD or equivalent
- Valid California driver's license and proof of insurance

**DESIRED QUALIFICATIONS:**

- Bilingual English/Spanish preferred.
- Effectively plan, organize, and prioritize tasks and responsibilities.
- Maintain accurate records and prepare reports.
- Work independently with minimal supervision.
- Communicate effectively both oral and written

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions.

## PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.