

JOB DESCRIPTION

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COMMUNITY SCHOOLS SITE
COORDINATOR

TITLE: COMMUNITY SCHOOLS SITE COORDINATOR**QUALIFICATIONS:**

- 1) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Education, Psychology, Communications, Humanities, Business, Public administration or a related field and one (1) year experience in program management, community relations or education;
OR
- 2) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Psychology, Communications, Humanities, Business, Public administration or a related field and two (2) years experience in program management, community relations or education;
OR
- 3) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Education, Psychology, Communications, Humanities, Business, Public administration or a related field and four (4) years experience in program management, community relations or education;
OR
- 4) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above

SALARY GRADE:

As per negotiated agreement.

NORMAL WORK DAY:

As per negotiated agreement; 12 month employee.

PRIMARY RESPONSIBILITY:

Directly responsible to the Superintendent of Schools.

KEY FUNCTIONS:

- 1) Plans, configures and implements programs and services in adherence with the community school model;
- 2) Supervises, monitors and evaluates all community school programs and partner contracts and prepares quarterly performance and accountability reports including student data measures and partner data for the Superintendent of Schools;
- 3) Convenes and serves on the site-based Community School Leadership Team, to identify needs, set priorities and coordinate strategy to support students and families;
- 4) Conducts outreach to community partners to expand and coordinate services that work toward the common goal of student success and wellness;

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- 5) Configures and evaluates wrap-around services for students involved in several systems (e.g., child welfare, mental health) in close collaboration with teachers and the principal;
- 6) Acts as a liaison between school, home, and community to improve student attendance. Strives to identify and remove barriers that cause chronic absenteeism;
- 7) Aligns and integrates all extended day and support programming with the District's vision and school day curriculum;
- 8) Develop, maintain, and publicize a schedule of programs and activities offered at the school;
- 9) Implements and maintains a process that encourages referrals to programs and services offered at the school; provides timely feedback to those who make referrals; and alerts the Community School Leadership Team to the need for programs not already offered;
- 10) Assists the administration in developing firm connections with early childhood education providers, and improving transition supports needed for students entering kindergarten and children moving on to junior high school;
- 11) Develops opportunities to allow underrepresented parents a voice while providing schools with needed feedback from parents traditionally disengaged from school;
- 12) Develops and facilitates events that are designed to bring families together for fun and sharing;
- 13) Coordinates and facilitates after school activities as needed maintaining records around consent, attendance, and academic progress;
- 14) Organizes special events such as celebrating the successes of the community school or prepare public presentations for various diverse audiences;
- 15) Organizes activities and events for the school's Parent Teacher Organizations;
- 16) Coordinates and promotes opportunities for adult education;
- 17) Coordinates with the district Public Information Officer for press releases and event publicity;
- 18) Participates in district and individual school grant-seeking and other fund development activities to support the Community Schools program;
- 19) Maintain records and data necessary for program evaluation;
- 20) Assists in managing the program budget and purchasing;
- 21) Performs related work as required.