

## Union Public Schools Job Description

**Position Title:** Community School Coordinator  
**Department:** Teaching and Learning  
**Reports To:** TACSI Director/Executive Director for Elementary Education

**FLSA Designation:** Exempt

**SUMMARY:** Provides leadership for the school site team. Facilitates and manages the development of community school activities, events, programs and services that lead to student achievement, stronger families and healthier neighborhoods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Co-chairs the school site team with the principal.
- Recruits and supports school site team that includes neighborhood residents.
- Performs administrative tasks for the day to day management and coordination of activities.
- Plans and directs efforts to involve students, families and neighborhood residents in community school initiative.
- Establishes linkages with local businesses to promote their involvement in the school.
- Assures the functioning of all community school core components are effectively linked to school curriculum and fulfill the basic principals of community schools.
- Develops, maintains and nurtures relationships with school administration and staff, parents, family members, neighborhood residents.
- Develops and maintains strong working relationships with key providers of services and programs.
- Develops programs that aim to increase educational opportunities and social connections for children, families and neighborhood residents.
- Manages scheduling, oversight and evaluation of programs.
- Assists with designing and managing volunteer systems within the school.
- Conducts home-visits as requested by principal.
- Responsible for required data collection and evaluation.
- Represents school at community meetings and events.
- Assists in the development of annual plan and funding proposals.
- Prepares and presents written and oral reports to principal and TACSI director
- Participates in training and professional development.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal and TACSI director

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in social work, education, health or related field, master's preferred, 7 (seven) years of administrative experience or community building, 5 (five) years of experience in program planning, implementation, evaluation and organizational support, bilingual skills preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret complex information. Ability to write routine reports and correspondence. Ability to communicate clearly before parents, staff and students.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to build community partnerships and maintain working relationships. Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation. Ability to demonstrate cultural sensitivity and work with a diverse group of people. Ability to adhere to school policies and procedures. Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.