
COMMUNITY SCHOOL COORDINATOR SAMPLE JOB DESCRIPTION

(LEAD PARTNER MODEL)

SUMMARY

The Community School Coordinator (CSC) is responsible for the implementation, integration, alignment and coordination of the community school strategy at the site level. The CSC, while employed by the LP, is also accountable to the school principal and is therefore expected to plan and align all programs, services and opportunities collaboratively.

Reports to: Designated supervisor of lead partner (LP)

PRIMARY RESPONSIBILITIES

- Implement a menu of needs-driven, high-quality programs and services in adherence with the community school model, including but not limited to early childhood programs, expanded learning and enrichment opportunities, health services, parent/family engagement, adult education, direct material assistance and interventions targeted to chronically absent students.
- Ensure the alignment and integration of all programming with the principal's vision and school-day curriculum to the fullest extent possible.
- Advise the principal on how to integrate partners and community members into school governance structures (i.e., School Leadership, School Safety, Child Study and Attendance teams).
- Coordinate needs and resource assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders.
- Hire, train and supervise staff as required by the LP.
- Convene and staff the site-based Community School Leadership Team, a coordinating body that is co-led by the principal and Community School Coordinator and may comprise administrators, teachers, support services staff, partners, parents and others to identify needs, set priorities and coordinate the strategy.
- Support the research/evaluation of the community school by supervising and coordinating the collection of data, timely submission of reports and responses to other requests for information made by the initiative's leadership.
- Participate in capacity-building activities, including initiative-wide and site-based trainings, network meetings and study visits, and—with the principal—ensure the participation of other site-based staff as needed or required.
- Represent the initiative in various public forums as needed and participate in advocacy activities to promote the initiative.
- Execute other tasks as indicated by the LP.