

## **COMMUNITY SCHOOL SITE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the administrative supervision of the Director of School Improvement, the incumbent is responsible for planning, configuring, and implement a menu of needs-driven, high quality programs and services. The incumbent develops programs including but not limited to early childhood programs, expanded learning and enrichment opportunities, health services, parent-family engagement, adult education. The incumbent provides direct assistance and interventions targeted to chronically absent students to aligned and integrate student with the school day in close collaboration with the principals and teachers. Supervision is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans, configures and implements programs and services in adherence with the community school model;
- 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 School Principal;
- Convenes and serves on the site-based Community School Leadership Team, to identify needs, set priorities and coordinate strategy;
- Conducts outreach to community partners to expand and coordinate services;
- Organizes special events such as celebrating the successes of the community school or prepare public presentations for various diverse audiences;
- Works closely with the district's Adult Education Program to develop a variety of classes for parents including English Language Instruction, problem-solving, career and technical education and other programs that increase their quality of life and education;
- Organizes activities and events for the school's Parent Resource Center;
- Coordinates with the district Public Information Officer for press releases and event publicity;
- Assists the Principal in developing firm connections with the districts Early Childhood Department and community providers to improve the transition supports needed for students entering kindergarten and children moving on to middle school;
- Assists in managing the program budget and purchasing;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of program management, prevention programs and school structures;
- Good knowledge of the community and its resources;
- Good knowledge of Microsoft Office Suite;
- Skill in collecting, organizing, analyzing and interpreting data and information;

- Skill in demonstrating ease during community public speaking;
- Ability to express oneself effectively both orally and in writing;
- Ability to establish and maintain a working relationship with co-workers, clients, agencies and the community at large;
- Ability to define objectives and plan and develop programs to meet these;
- Ability to communicate with a high degree of ethics and respects in a diverse setting;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. 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**
- B. 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**
- C. 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**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.