

Corning Union Elementary School District  
Job Description

JOB TITLE: COMMUNITY SCHOOLS COORDINATOR

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Salary Range:	Management/Supervisory	Department:	Management
Reports To:	Superintendent or Designee	Approved by:	Board of Trustees November 8, 2023

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POSITION SUMMARY:

Under the direction of the Superintendent (or designee), the Community Schools Coordinator will develop, plan, coordinate, and implement the Community Schools Partnership Grant, focusing on acquiring up-to-date knowledge of the grant to ensure improvement of practice in both the implementation and continued success of the program.

The Community Schools Coordinator will pursue partnerships that focus on academics, health, and social services, youth and community engagement, and develop systems to connect families with basic resources needed for family stability and removing barriers to student success. The primary goal of the Community Schools Coordinator is to enhance the overall educational experience by fostering community engagement, facilitating partnerships with local organizations, and providing essential resources to promote student success and family well-being.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

Attends various State, County, and local meetings to acquire knowledge and best practices in the implementation and continued improvement of the Community Schools Partnership.

Identifies the needs of students and families through assessments and collaboration with school staff and parents.

Develops comprehensive and data-driven plans for implementing services that address identified needs.

Engages the community in partnerships that meet critical needs.

Creates and maintains partnerships with the community, organizations, government agencies, and non-profits to expand available resources and support services.

Organizes community events to strengthen relationships between the school, families, and local stakeholders.

Connects families with community resources such as healthcare, housing, mental health services, etc.

Works within the community, including home visits and evening meetings, to engage and empower students and families.

Acts as the liaison between the school and community partners to foster effective collaboration and resource sharing.

Develops, coordinates, and maintains the day-to-day operation of resources offered through the Community Schools programs.

Prepares reports and presentations for school administrators, etc., to demonstrate program effectiveness and progress.

Completes, maintains, and updates agreements and MOUs with partners, including the timely submissions for program audits and compliance requirements.

Stays informed about best practices, research, and trends related to community schools, family engagement, and community development.

Creates surveys and coordinates administration of surveys given to staff/parents/students. Provides detailed analysis and accurate reports of survey information.

#### OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Participates in relevant professional development opportunities to enhance skills and knowledge in the areas related to the role.

Other duties as assigned.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable individuals with a disabilities to perform the essential functions of the job.

- Visual ability to read handwritten or typed documents and instructions
- Ability to conduct verbal conversations
- Hear normal range conversation
- Physical, mental, and emotional stamina to endure stressful situations
- Ability to work in various temperatures, indoor and outdoor conditions
- Sit, stand, stoop, kneel, bend, and walk for extended periods of time
- Lift, carry, push, pull, or otherwise move objects up to 10 pounds or more frequently, and up to 30 pounds more infrequently
- Demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and effective manner.

#### QUALIFICATIONS/EDUCATION:

- Associates degree in applicable field is required, bachelor's degree is preferred.
- Three years of experience in public education and/or community-based work.
- Ability to maintain a high degree of confidentiality, flexibility, initiative, and creativity.
- Must be detail oriented and highly organized.
- Ability to build relationships, network, and collaborate with families, school personnel, community agencies, and partnerships.

- Must have exceptional communication, time management, and problem solving skills.
- Knowledge of trauma informed practices.
- Ability to supervise and provide direction to employees.
- Ability to prioritize work and to meet deadlines.
- Working knowledge of personal computers and various software programs.
- Ability to speak, read, write, and communicate effectively in English.
- Ability to work independently with a minimum of guidance and supervision, following oral and written directions.
- Must have personality to maintain human relationships demanded in a public service agency.
- Must possess a valid California Driver's License.