

Corning Union High School District
Job Description
JOB TITLE: ISP Community Schools Facilitator

Salary Range: Confidential/Management Non-Exempt

Dept. Confidential

Immediate Supervisor: Superintendent or Designee

Approved by Board Date: 10/15/26

DEFINITION:

Under the direction of the Superintendent or District designee, the ISP Community Schools Facilitator coordinates the day-to-day implementation of Community Schools services, resources, outreach, and family engagement activities for the Independent Study Program (ISP). The Facilitator works with students, families, ISP staff, District departments, and community partners to identify needs, connect students and families with supports, coordinate site-based services, and strengthen student attendance, engagement, achievement, and well-being.

While this position will primarily focus on the Independent Study Program, Community Schools Coordinators are expected to work collaboratively as part of the District's overall Community Schools initiative.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Coordinate and maintain the day-to-day operation of assigned Community Schools resources, services, activities, and family engagement efforts at ISP.
- Identify student and family needs through communication, needs assessments, surveys, referrals, meetings, and collaboration with students, families, school staff, and service providers.
- Use available data and feedback to help coordinate site-level supports that address identified academic, attendance, behavioral, social-emotional, and family needs; provide recommendations to the Community Schools Coordinator regarding needed services or adjustments.
- Connect students and families with appropriate school, District, and community resources, including academic support, mental health and wellness services, healthcare, housing, employment, food, and other social services; follow up to support successful connections.
- Develop and maintain working relationships with community organizations, nonprofit agencies, governmental agencies, and other service providers to expand resources and support available to ISP students and families.
- Serve as a primary liaison among students, families, ISP staff, District departments, and community partners to promote effective communication, collaboration, and resource sharing.
- Conduct family outreach through telephone calls, electronic communication, school meetings, community outreach, approved home visits, and evening meetings or events as needed and in accordance with District procedures.
- Plan and facilitate informational meetings, family conferences, workshops, parent engagement activities, and community events that strengthen relationships among the school, families, and community.
- Encourage and support parent/guardian participation in school and District activities, committees, stakeholder meetings, surveys, workshops, and other engagement opportunities.
- Participate in collaborative student-support and intervention meetings and coordinate assigned strategies and services for students experiencing barriers to success.

Updated: 10/7/26

Board Approval: 10/15/26

- Maintain current information regarding District and community resources and support effective referral, information-sharing, and service-coordination systems for ISP students and families.
- Coordinate community partners' participation in ISP programs and activities, and assist the Community Schools Coordinator with site-level information, documentation, and follow-up related to partner agreements or MOUs.
- Create, administer, or assist with surveys of students, families, and staff; compile and summarize results to identify needs, measure participation, and support program improvement.
- Collect, maintain, and analyze program information related to participation, referrals, services, activities, and outcomes; prepare accurate summaries, reports, and presentations for the Community Schools Coordinator and site/District administration.
- Monitor assigned program activities, timelines, documentation, and implementation requirements and promptly communicate concerns, needed follow-up, or recommended adjustments.
- Attend relevant State, County, local, and District meetings or professional development as assigned to stay informed about Community Schools best practices, family engagement, trauma-informed practices, and community development.
- Develop outreach and informational materials, including flyers, newsletters, resource guides, brochures, electronic communications, and presentations.
- Provide students and families with information regarding school programs, policies, procedures, registration, attendance, academic requirements, available services, and community resources.
- Provide translation and interpretation for students and families as needed and when qualified to do so.
- Maintain accurate and confidential student, family, program, and referral records in accordance with District procedures and applicable laws.
- Maintain regular and prompt attendance and work a flexible schedule, including occasional evening or weekend activities, as required.
- Perform other related duties as assigned.

KNOWLEDGE, ABILITIES and SKILLS:

- Community Schools concepts, integrated student supports, family engagement practices, community resources, and community development.
- Factors that may affect student attendance, achievement, engagement, and family participation.
- Basic school District operations, student support programs, referral processes, and community-based services.
- Trauma-informed and culturally responsive practices when working with students and families.
- Basic principles of surveys, data collection, program monitoring, reporting, and continuous improvement.
- Computer applications, electronic communication, spreadsheets, recordkeeping, and data systems.

Ability to:

- Coordinate multiple services, projects, events, referrals, and deadlines with limited supervision while keeping appropriate administrators informed.
- Build and maintain cooperative relationships with students, families, staff, and community partners from diverse social, cultural, and socioeconomic backgrounds.
- Communicate clearly and professionally, both orally and in writing, and facilitate meetings, workshops, events, and outreach activities.

- Gather, organize, analyze, and present program and survey information accurately.
- Identify needs, solve problems, make appropriate referrals and recommendations, and follow through on assigned activities.
- Exercise sound judgment, discretion, initiative, flexibility, and independent decision-making within assigned responsibilities.
- Prioritize work, meet deadlines, maintain accurate records, and manage changing program needs.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree, or higher education preferred.
- Two or more years of increasingly responsible experience involving public education, student or family services, community outreach, social services, nonprofit organizations, or a related field preferred.
- Experience coordinating programs, projects, events, community partnerships, student/family services, data collection, surveys, or program reporting is highly desirable.
- Experience working with diverse student and family populations is highly desirable.

Licenses and Other Requirements:

- Possession of a valid California Driver's License and ability to travel between District and community locations as required.
- Basic computer and technology skills.

WORK ENVIRONMENT

- Work is performed primarily in school offices, classrooms, and student-support settings, with frequent interaction with students, parents/guardians, District employees, community agencies, and the public. Duties may also be performed off-site while conducting approved home visits, attending meetings, coordinating services, or participating in school and community events.

PHYSICAL REQUIREMENTS

- The employee must be able to perform the essential functions of the position with or without reasonable accommodation. Duties may require sitting, standing, walking, bending, reaching, operating standard office equipment, communicating in person and electronically, and traveling to District and community locations. The position may occasionally require lifting, carrying, pushing, or pulling materials or equipment associated with school