



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Community School Coordinator
Created 1/2024

DEFINITION

Under the supervision of the Community Schools Director, is responsible for the implementation of the community school strategy at the school site level. The Community School Coordinator (CSC) will conduct an extensive needs and assets assessment(s), and work with the school's inclusive leadership team(s) (and a broad range of school staff, families, administrators, and community partners) to develop and implement a strategic plan based on the results of that assessment. The Community School Coordinator will initiate, facilitate, and maintain programs at the school level in alignment with the strategic plan. They will develop and further the wisest use of community resources to create optimal impact by enhancing community and individual assets, meeting critical needs, and promoting long-term collective solutions.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Coordinate deep needs and assets assessment, and additional ongoing assessments and listening projects, to identify gaps in services for students and families and to identify existing resources in the community to fill those gaps. *E*
2. Identify and organize existing services on campus via assets and needs assessment, focus groups, logic model, and continuous cycle for improvement. *E*
3. Work with the school site leadership team to analyze data from needs and assets assessment. *E*
4. Build high-functioning problem-solving teams for identified needs. *E*
5. Match students and families with high-quality community partnerships that meet identified needs and support student achievement. *E*
6. Implement a menu of strategic programs and services according to the priorities identified by the school community, in partnership with school staff, parents, and community allies. *E*
7. Coordinate community resources serving the school. *E*
8. Supervise Rehabilitation Specialist positions with coordination of services for At-Risk student caseload to appropriate school-based and community-based services. *E*
9. Ensure the integration and alignment of community resources and partnerships to maximally support the goals of the principal, school leadership team, and strategic partners to the fullest extent possible. *E*
10. Coordinate programming during and beyond the school day for students, families, and the community (program culminations, press events, open houses, community events, etc.) *E*
11. Track the effectiveness of interventions and support in collaboration with the school site team. *E*
12. Perform required data collection and evaluation; prepare and present written and oral reports to site and partners. *E*
13. Plan, develop, and coordinate parent and community engagement that supports improved student learning and academic achievement. *E*
14. Participate as a key member of the school site leadership team. *E*
15. Advise the principal on how to integrate diverse community partners, parents, etc. into school governance structures. *E*
16. Coordinate training and professional development for school staff to support the implementation of the community school model. *E*
17. Supervise Rehabilitation Specialist positions with coordination of services for At-Risk student caseload to appropriate school-based and community-based services. *E*
18. Participates in other duties as assigned for the purpose of assisting with program, school, and/or district needs.

MINIMUM QUALIFICATIONS

Education

Master's degree in education, social work, health, or related field

Experience

- Experience coordinating comprehensive program activities in a school/academic setting preferred. Commensurate work experience in community development, social/human service, or volunteer work may substitute for the education experience requirement.
- Bilingual skills in English and Spanish preferred

Licenses and Other Requirements

Valid California driver's license and proof of automobile insurance

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

- Demonstrated ability to collect, interpret, and analyze data from a variety of sources, evaluate that data and make recommendations based on evaluation.
- Excellent interpersonal and communication skills (verbal and written), including active listening.
- Knowledge of community resources.
- Able to build and lead high-functioning teams and facilitate groups (support groups for parents and students)
- Demonstrated ability to build trust and effective working relationships with a wide variety of stakeholders and people from varied backgrounds.
- Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.
- Awareness of the physical, social, emotional, and academic development of the learner.
- Skilled in PowerPoint, Google Docs/Drive
- Ability to work independently and without close supervision
- Maintain records, prepare reports and presentations

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Classroom environment
- Office environment
- Driving a vehicle to conduct work

Physical Demands

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Produce legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

SALARY

Classified Management

195 Work Days