

**ALISAL UNION SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
JOB DESCRIPTION**

**COMMUNITY SCHOOL SITE COORDINATOR**

**PRIMARY FUNCTION:** Under the supervision of the Director of Family and Community Engagement, the coordinator is responsible for creating and implementing a site based community school plan in collaboration with school partners; communicating and building relationships with community-based organizations that can support and provide services to the school site. Serves as a liaison for agencies and programs interested in partnering with the school. Collaborates with partner services provided by other agencies or district departments. Develops partners with local agencies (county, city, non-profit) in order to extend more diverse services to East Salinas families in the Alisal Union School District.

**DIRECTLY RESPONSIBLE TO:** Director of Family and Community Engagement.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Creates and implements the site community schools plan in collaboration with all school stakeholders.

Assesses which services are most needed at the school and works collaboratively with the school leadership team, school staff, school site council, the community, families, students and agencies to bring the identified services to the school or expand the current services.

Supports quality implementation of multi tiered instruction systems and supports and creates learning environments that eliminate barriers to improving student achievement, wellness, and success.

Coordinates community resources serving the school, including tutoring, primary health, arts, recreation, and other resources identified as partners per the need assessment and district-wide initiatives.

Works directly, in a leadership role, with the Director of Family and Community Engagement and other personnel in the development, implementation, and evaluation of Community Schools.

Works in collaboration with the Family Resource Center managers to prioritize services, identify service gaps, and build on existing supports.

Aligns and collaborates with the district's Educational Services Department and school site administration in order to deliver a coordinated set of services which support school readiness for academic success and parent/family engagement, and to monitor outcomes and effectiveness of partnerships.

Coordinates site based co-located community partner staff and activities as well as school-site and other off-site community activities. Coordinates services provided at school site satellite centers that support school readiness for academic success and parent/family engagement.

Attends district, school site council, and community meetings as required. Plans, organizes and facilitates a variety of meetings.

Provides leadership in the context of a focus on individual and family strengths, community advocacy, and community/family capacity building.

Carries out all functions related to grants management: data collection for evaluation and other reporting requirements, data analysis and trend identification for improvement of outcomes, report-writing and responses to all granting agencies' requirements, including establishing and maintaining MOUs.

Initiates, facilitates and coordinates programs and strategies that support the community school initiative.

Promotes, develops and ensures services are maximized to the extent of their capacity at the school site.

Provides coordination of programs during and beyond the school day for students, families, and the community.

Manage and supervise classified employees with a collaborative, team approach.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS:**

**License:**

Possession of a valid California Driver's License and reliable transportation to travel to District sites and different Agencies. Ability to provide own motor vehicle transportation.

**Knowledge of:**

Knowledge of how a community school framework can support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, multi-tiered system of support, and differentiated assistance.

Budgets, technology, spreadsheets, databases and other computer programs to facilitate management activities.

**Skills and Abilities:**

Ability to compose and comprehend written communication.

Ability to organize and conduct grassroots community outreach.

Ability to work collaboratively as a member of a team.

Excellent networking, communication, and interpersonal skills.

Excellent English/Spanish verbal and written communication skills.

Poise, tact, good judgment, and commitment to the education of all students.

Public and private community agencies serving East Salinas.

**Education:** Bachelor's Degree

**Experience:** Experience with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups. At least three (3) years of experience working in non-profit, educational, or community-organizing or support organizations. Five (5) years of successful management experience in a setting dealing with complex management activities in human services, educational, business services and/or other related settings. Successful experience in writing, obtaining, and managing grant funding. Concepts of culture and sensitivity to cultural diversity and other social identities such as social class.

**DESIRABLE QUALIFICATIONS:**

Experience in or knowledge of communities similar to East Salinas including community strengths and challenges.

Experiences with educational entities, county, city, and non-profit organizations.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long periods of time or work in confined spaces.
5. Indoors work environment.

THE BOARD OF TRUSTEES DESIGNATES THIS POSITION AS CLASSIFIED MANAGEMENT.

THE WORK YEAR FOR THIS POSITION IS 221 DAYS

Board Approved: 12/14/2022

Revised: 06/05/2024