TITLE:	Coordinator I, Community Schools	**REPORTS TO**:	Assigned Supervisor
DEPARTMENT:	Diversity, Equity & Inclusion	**CLASSIFICATION**:	Management
FLSA:	Exempt	**WORK YEAR**:	Varies
BOARD APPROVAL:	April 26, 2023	**SALARY**:	E-20/Classified Management Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area(s); plan, organize, and coordinate activities as related to Community Schools programs, communicate and build partnerships with community-based organization that can provide services to support the social emotional, mental health, curricular and academics needs of students, families and the community; serve as liaison for agencies and programs interested in partnering with the school to provide timely delivery of high-quality services to meet the needs of the District; supervise, train, provide clear work direction and evaluate the performance of assigned staff. Works under the direction of the assigned supervisor.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Conduct needs assessments to identify social emotional, mental health, curricular and academic services that are most needed at the school site. *E*

Work with school leadership team, teachers, Pupil Services and Attendance Counselor, Psychiatric Social Workers, the community, families and agencies to design and implement the identified services at the school site. *E*

Evaluate services to identify gaps, build on existing supports, monitor outcomes and the effectiveness of partnerships. *E*

Engage with community-based organizations in partnerships to address critical needs in support of student achievement. *E*

Review and support Memorandum of Understanding (MOU) as applicable and Service Delivery Applications (SDA) with partners and programs. *E*

Ensure that service providers are operating within the terms authorized by the Service Delivery Application (SDA) with partners and programs. *E*

Consult with the service providers on a regular basis concerning service goals, service integration, physical health services, and student progress . *E*

Initiate, facilitate, and coordinate programs and strategies that support the district-wide community schools initiative. *E*

Assist directly with information sharing and referral services to maintain an effective referral process to community resources. *E*

Promote, develop, and ensure services are maximized to the extent of their capacity at the school site. *E*

Create and implement the community school-site plan in collaboration with all school stakeholders. *E*

Integrate and align community resources serving the school, including tutoring, primary health, arts, recreation, academic, curricular and other resources identified as partners per the needs assessment and district-wide initiatives. *E*

Utilize applications for local student information such as Atlas, Power BI and other data systems to address student needs including any partnering applications utilized by the District. *E*

Provide coordination of programs during and beyond the school day for students, families, and the community. *E*

Serve as a liaison between the service provider and the school site administrator. *E*

Maintain open communication and cooperative relationships with others, inspire individual and team development, actively participate in meetings, work groups, and support the goals and objectives of the District and the department. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in social science, education, math or community services, or a related field and three years' experience in one or more major student/family support areas, e.g., academic support, mental health, afterschool, youth development, family support of leadership development. Experience working with community organizations preferred. Multi-lingual in Spanish and/or Hmong preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Completion of ongoing professional development as directed by the supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the functions of coordination and/or management/administration in an educational and/or human services setting.
The social emotional, mental health, curricular and academic needs of students and families.
Collaboration, meeting facilitation, networking, problem-solving, teambuilding and community-based partnering and networking.
School-based service delivery.
Dashboard, multi-tiered system of support and differentiated assistance.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy with a diversely skilled workforce.
Organizational skills.
Principles and practices of supervising, training, and providing work direction.
District organization, operations, policies, objectives and goals.
Research methods, report writing techniques and record-keeping techniques.
Principles and practices of effective management techniques.
Oral and written communication skills.
Reading and writing English communication skills.
Microsoft applications.
Modern office practices, procedures and equipment.

ABILITY TO:
Multi-task and work independently with little direction and many interruptions.
Understand and follow complex oral and written instructions and complete assignments in an independent manner.
Apply the principles and techniques of problem solving, teaching and counseling to school situations.
Audit and update a variety of community schools' needs and programs.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Communicate effectively both orally and in writing.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District Guiding Principles and outcomes.
Analyze situations accurately and adopt an effective course of action.
Analyze operational problems and recommend and implement program improvements.
Research, analyze, compile and maintain statistical records, and prepare comprehensive statistical reports, analyses and recommendations.
Focus and appropriately allocate resources toward identified goals.
Plan, prioritize and organize work to meet schedules and timelines.
Demonstrate loyalty and high ethical standards.
Apply integrity and trust in all situations.
Maintain confidentiality of sensitive and privileged information.
Learn District organization, operations, policies, objectives and goals.

Learn new or updated web-based systems/computer systems/programs to apply to current work.
Add, subtract, multiply and divide quickly and accurately and perform more complex mathematical equations.
Operate a variety of office equipment including a computer and assigned software.

WORKING CONDITIONS:

ENVIRONMENT: Office environment and indoor and outdoor school site environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:
With reasonable accommodations, if necessary, sitting or standing or walking for extended periods of time; hearing and speaking to exchange information, and make presentations; seeing to read various documents related to assigned activities; dexterity of hands and fingers to operate a computer, other office equipment, and a variety of instructional material; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies, files from cabinets, shelves, lift light objects, or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions