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## Community School Coordinator

### POSITION SUMMARY

The Community School Coordinator (CSC) is responsible for the implementation, integration, alignment, and coordination of the Community School Strategy at the site level. The CSC is an employee of United Way of the Chattahoochee Valley also accountable to the school principal. As such, the CSC is expected to plan and align all programs, services and opportunities collaboratively.

This position will work directly in an assigned school(s) and is focused on achieving success in the following areas: core instructional programs, comprehensive support services, family and community engagement, and expanding learning opportunities. Success outcomes will include, but are not limited to, measures associated with student achievement, attendance, behavior, parental engagement, school culture, teacher/staff satisfaction, student health (social, emotional, physical), parental and student satisfaction, effectiveness of wraparound services, and school readiness. The CSC will use data to assess community and student needs, propose solutions, evaluate school strategy effectiveness, and engage in continuous improvement.

The CSC must work to create a high performing Community School partnership within a specific school wherein students and families feel supported, community members feel connected and successful outcomes emerge. The role of the coordinator is complex and requires a dynamic person who can effectively build relationships, work directly with students, families, and schools, and engage multiple partners to achieve success for kids and families.

United Way of the Chattahoochee Valley is investing in the Community School Strategy as a transformational and generational approach to change the trajectory for children and families.

To learn more about community schools, check out this [introductory video](https://communityschools.futureforlearning.org/) and visit <https://communityschools.futureforlearning.org/>.

### PRIMARY DUTIES AND RESPONSIBILITIES

This full-time position will serve as the Coordinator for an assigned school(s) within United Way's Community School Strategy. The Coordinator will report to the Director of Community Schools and be responsible for the implementation of the Community School Strategy to support student success and child well-being through the following objectives:

1. Convene and staff the site-based Community School Leadership Team, a coordinating body that is co-led by the principal and CSC and may include administrators, teachers, support services staff, partners, parents and others to identify needs, set priorities and coordinate strategy
2. Coordinate needs and resource assessment activities on an ongoing basis
3. Recruit and coordinate partners to provide a menu of needs-driven, high-quality programs and services to meet the needs of students, families and community members
4. Coordinate and monitor program services and activities, to include negotiating agreements with providers
5. Facilitate cross-referrals of students and families between providers
6. Promote ongoing communication between service providers, teachers, parents and students
7. Support the research/evaluation of the community school by supervising and coordinating the collection of data, timely submission of reports and responses to other requests for information
8. Participate in capacity-building activities, including strategy-wide and site-based trainings, network meetings and study visits, and – with the principal - ensure the participation of other site-based staff



9. Ensure the alignment and integration of all programming, with the principal's vision and school-day curriculum, to the fullest extent possible
10. Closely coordinate efforts with other Community School Strategy and United Way team members to promote school readiness, family engagement, resiliency, and child well-being

## WHO YOU ARE

- ✓ **You are a leader and a facilitator:** You work with school and community partners to effectively utilize all community resources toward the implementation of The Community School Strategy.
- ✓ **You are well-versed in community organizing:** You know what it takes to garner grass roots support to engage target audiences and drive social change.
- ✓ **You are a team player who knows how to develop and motivate people:** You have solid interpersonal skills and understand how to recruit and motivate internal and external teams of staff and volunteers to achieve goals.
- ✓ **You are an engager who understands relationships and coalition building:** You will facilitate engagement across partners, stakeholders and community, so understanding the role of relationships, coalition building and community organizing will be paramount.
- ✓ **You can build rapport with diverse people in a variety of situations:** You are comfortable working with people of diverse backgrounds—school and community partners, team members, students and families and a variety of neighborhood-based constituencies—and have an ability to understand their needs and strengths from a variety of perspectives.
- ✓ **You have superior communication skills:** You communicate effectively and can clearly and succinctly articulate the message and value of the Community School Strategy to a variety of audiences in a variety of situations, inspiring others to engage and act to transform communities.
- ✓ **You are results oriented and use data to drive implementation and evaluate success:** You know the value of data, program measurement and evaluation and can project, achieve and communicate results.
- ✓ **You have a passion for mission-based work in the Chattahoochee Valley:** You will bring joyfulness to your work and the organization because you know the work you do helps build a community where all people and families achieve their full, human potential through education, stability and healthy living.

## QUALIFICATIONS TO HAVE

- ✓ At minimum, a Bachelor's Degree with at least three years' experience in social services, education, public health and/or community organizing preferred. Some experience with school-based community programming is a significant plus. A Master's Degree is a significant plus.
- ✓ Demonstrated success in coordinating and implementing strategies targeted at creating measurable and meaningful child, family and community change.
- ✓ An understanding of child development and the impact that early intervention can have on children and families.
- ✓ Outstanding verbal, written and presentation skills, with an ability to listen actively and communicate to multiple audiences.
- ✓ Experience using data for decision making purposes.
- ✓ Strong computer skills (particularly MS Office) and an extreme comfort with learning new technology.
- ✓ An ability to work independently or collaboratively in a variety of settings.



- ✓ Ability to manage projects, partners and volunteers to meet deadlines.
- ✓ Capacity to develop and meet reasonable goals.
- ✓ Valid driver's license, access to reliable transportation, and proof of automobile insurance required.
- ✓ Availability to work a flexible schedule as needed for meetings and events (which may include nights and weekends).

#### ADDITIONAL INFORMATION

**Work Environment:** The work of this role is performed in a variety of in office and outside-the-office settings including, community-based settings in schools, neighborhoods, organizations, etc. You will also visit schools, government offices and other nonprofit agencies with a variety of physical environments and dress standards, so you will need to be very flexible. When in the office, you may use standard office equipment such as computers, phones, printers/scanners, copiers, filing cabinets.

The Coordinator position is an FLSA exempt position.

The above statements are intended to describe the nature and level of work to be performed by the person in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job.

#### TO APPLY

Applications will be accepted until January 21<sup>st</sup>. Send cover letter and resume detailing experience to Sidney Houck at [shouck@unitedwayofthecv.org](mailto:shouck@unitedwayofthecv.org). No phone calls or visits, please.

It is the policy of the United Way of the Chattahoochee Valley to provide equal employment opportunity to all employees and applicants, regardless of an individual's race, color, national or ethnic origin, age, gender, religion, medical condition, veteran status, marital status, sexual orientation or any other characteristic protected by law.