



FULL- SERVICE COMMUNITY SCHOOL COORDINATOR JOB DESCRIPTION

Summary of Work: The Community School Coordinator (CSC) is a full- time school-based position, intended to promote partnerships which support students and families in their school and life goals. The CSC acts as a strategic thought partner responsible to execute the coordination and alignment of resources within their assigned community school (Schuyler Elementary) to achieve desired educational and developmental outcomes. This position is expected to carry out all of the work in partnership with students, families and the community - under the vision and direction of the community collaborative leadership, school principal, and the site based FSCS team. Coordination is done under the core components of a community school and other relevant frameworks; it is also dependent on needs present in the school and addresses key priority areas, such as: academic, social-emotional, health, basic needs and others. All of this done in the context of community and school partnerships which support the whole child and their family.

Key Responsibilities

1. *FSCS Leadership*

1. Support implementation of district, school and community goals through the development of key partnerships with school personnel, community collaborative-ensure school-based services are understood and widely available
2. Regular collaboration with school leadership and staff
3. Participant in Community Collaborative team efforts, school and community leadership teams/meetings
4. Provide timely communication to appropriate partners
5. Utilize principles of Collective Impact to support the FSCS approach
6. Assist all partners in their growth and learning related to the FSCS approach

2. *Integrated Student Supports*

1. Build strong relationships with school partners and diverse community stakeholders, and identify opportunities for them to *align services* critical to school and community needs
2. Coordinate wrap-around services in response to student & family needs (individual and school); specifically, through the school's existing resources and partnerships

3. *Family & Community Engagement*

1. Connect in meaningful ways with families through various means to ensure their voices are heard and needs are being identified and met
2. Lead or participate in family engagement events with the school and community partners

3. Coordinate educational opportunities for the family - related to academics, basic life skills or other identified needs
- 4. *Expanded Learning Opportunities (Students & Adults)***
 1. Support and align FSCS approach into a coordinated system of activities before, during or after school, as well as the summer months. Assist all partners in developing a lens of college/career readiness for all students
 2. Bridge communication and work collectively between school day and afterschool staff; and other community partners who are engaged in expanded learning and child/youth development efforts
 3. Identify and provide support for students needing equitable academic enrichment (e.g., tutoring)
 4. Connect and coordinate adult learning opportunities by engaging appropriate community partners to bring said services to the school
- 5. *Other Duties***
 1. Manage and assist with volunteer and community events representing the school & community collaborative work
 2. Gather, analyze, and use data to inform site based FSCS team decisions and keep meetings results-focused
 3. Set and work toward established FSCS goals with the school-based site team
 4. Maintain purpose and vision of the work to progress in defined long-term outcomes and sustainability

Position Requirements

1. Bachelor's degree in education, social sciences, humanities, sociology, or related field
2. 1 year of experience in education or community-related role
3. Develop, co-create, visualize and interpret data to make actionable decisions
4. Patient and adaptable to constantly changing environment
5. Knowledge of Microsoft Office, Google and computer technology
6. High standards of professional ethics and conduct; must pass background check

Position Competencies

1. Strong written and oral communication skills
2. Excellent interpersonal and problem- solving skills
3. Detail- and results-oriented
4. Time management and attention to results- based work
5. Initiative
6. Teamwork and cross sector partnership development
7. Able to relate to people from diverse backgrounds
8. Must be able to thrive in a shared leadership organizational structure

Preferred Qualifications

1. 2-3 years of experience in education or community-related role

2. Familiarity with community and resources and a track record of maintaining strong working relationships among diverse partners
3. Knowledge of school environment - tiered interventions, professional learning communities, etc.
4. Understanding of the Collective Impact framework
5. Bilingual Skills (Spanish)

How to Apply: Submit Cover letter, resume and references to info@columbusunitedway.com.

Salary Range: \$47,840 - \$49,920

Hours: Full-time, hourly (non-exempt) position. Regular work hours are Monday-Friday, 7:45 am - 4:45 pm. Work hours are subject to change based on events and activities happening at the school and with community work.

Conditions of Employment: The FSCS Coordinator (CSC) is a full-time hourly position employed by the Columbus Area United Way through the Community Well-Being Collaborative and housed in a partner school, Schuyler Elementary. This is a grant funded position with funding coming initially from Nebraska Department of Education and Nebraska Children and Families Foundation. Compensation includes **paid time off**. Established work hours and schedule are based on needs of the community school site. Weekend and evening hours will be required as necessary to accommodate programming, committee meetings and other special events.

The community school coordinator is directly responsible to Columbus Area United Way and the Community Collaborative and is accountable to the principal, and school site team.