COMMUNITY SCHOOL PROGRAMS COORDINATOR

Job Summary
Under the direct supervision of the Associate Superintendent of Educational Services, the Community School Programs Coordinator provides supervision and support to the Family Resource Centers (FRC) and the various services within each FRC site and provides support for grant recipient schools in Nevada County in their implementation of community school programs. In partnership with school site Community School program designees and local community service agencies, develop a system of support for students, families, and community members to implement systems, procedures, and policies, and monitoring processes of projects and services. Additionally, the Community School Program Coordinator will look for funding opportunities and work with funders to meet the needs of families in Nevada County for the FRCs.

Directly Responsible to: Associate Superintendent of Educational Services or designee

Supervisory Responsibilities: Classified program staff, as assigned.

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. Not all functions may be performed by the incumbent.
1. Supports an infrastructure that is institutionalized within schools and among community partners.
2. Works across departments at the county office to align initiatives and projects with the community schools initiative (e.g., LCAP, health/wellness, SEL, educational services, expanded learning, student services, county-operative programs, etc.)
3. Identifies strategies and builds on relationships and program components that facilitate the sustainability of the Family Resource Centers in partnership with local schools.
4. Manages, supervises, and evaluates the performance of assigned personnel to ensure compliance with policies and operational objectives.
5. Supports, supervises, oversees budgets, and negotiates contracts and funding for all FRC-related programs.
6. Provides professional learning around community schools and various growth opportunities.
7. Convenes partners (community-based organizations, service providers, higher education institutions, county agencies, etc.)
8. Supports districts with conducting needs and assets assessments, creating steering committees, and developing strategic plans to identify barriers to learning, available resources, and gaps in services and expanding program capabilities.
9. Stays abreast of initiatives and reports to all local and state agencies per reporting requirements.
10. Attends and participates in assigned conferences, meetings, and committees.
11. Supports summer programs offered by the FRCs by coordinating community agencies to provide funding, activities, and staff for the programs, as necessary.
12. Performs record-keeping and clerical functions (e.g., data collection/management, scheduling, etc.) for the purpose of supporting all programs, grant directives and evaluation activities.
13. Documents system transformation practices/models/ideas at the district and county level to share
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14. Performs data analysis of all FRC programs, including identifying services provided, gaps, and areas of improvement needed at each site.
15. Collaborates with staff on providing solutions and implementing change ideas to support the sustainability of the FRC programs and services to youth and families.
16. Provides clear and timely communication about administrative (fiscal, operational, resource/staffing) needs to ensure the success of the community school initiative and in support of the FRCs.
17. Maintains appropriate professional boundaries with students and families.
18. Performs related duties as assigned consistent with the goals and objectives of this position.

Employment Standards

Knowledge of:
- Services and programs provided by the Family Resource Centers;
- Laws and regulations regarding educational program functions and services;
- Principles of program management, data collection, and reporting;
- Procedures for grant writing, contract monitoring, and program performance auditing; and fiscal monitoring;
- Principles and techniques of staff development and supervision;
- Principals of effective family support services and knowledge of local resources for families, children, and youth;
- Modern office practices, procedures, and equipment;
- Microsoft Office programs (Word, Excel, PowerPoint, Publisher), and internet basics.

Ability to:
- Provide leadership and work direction for assigned department staff;
- Communicate effectively with diverse cultural and socioeconomic individuals/groups;
- Work independently and within the scope of authority;
- Prioritize and manage multiple projects with different timelines;
- Interpret and recommend changes to improve the programs under this position’s oversight;
- Analyze data and prepare concise, well-written and accurate reports and grants;
- Identify and seek funding opportunities;
- Work confidentially with discretion;
- Deal tactfully and courteously with the public, school district personnel, and other employees;
- Establish and maintain cooperative working relationship with those contacted during the course of work;
- Prepare written instructions and documentation using correct technical terminology and appropriate grammar for end users.
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Working Conditions

Environment:
- Office environment
- Driving a vehicle to conduct work

Physical Demands (with or without reasonable accommodations):
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties, and to make determinations relative to the effective performance of the tasks;
- Facility and stamina to sit and stand for extended periods of time;
- Facility to see and read printed materials, with or without vision aids;
- Facility to hear and understand speech on the telephone and at normal room levels;
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person and on the telephone;
- Manual dexterity to operate a multi-positioned telephone, computer, copier, calculator and other commonly used office equipment;
- Physical agility to bend, to stoop, to open and access file drawers in the normal performance of duties, to walk on pavement, to climb stairs, and to reach overhead;
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds;
- Facility to drive a vehicle.

Education and Experience: A combination of training and experience, which would likely provide the required knowledge and abilities, may qualify. We reserve the right to determine if a candidate meets the qualifications.
- Bachelor’s Degree or equivalent in education, psychology, social work, or other closely related field preferred.
- Three (3) years of progressively responsible experience working with children, youth, teachers, and families in education or social services, including program coordination and budgeting.
- Two (2) years of supervisory experience in educational, social service, or children’s program setting.

Other Requirements: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.
- Must provide proof of eligibility to work in the United States
- Must possess a valid California Driver’s License
- Must provide proof of automobile insurance coverage
- Fingerprint and Background clearance
- Valid Tuberculosis (TB) clearance
## COMMUNITY SCHOOL PROGRAMS COORDINATOR

**FLSA Status:** Exempt  
**Employee Group:** Classified Management  
**Grant Funded Position**

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<th>For Office Use Only:</th>
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<td>At time of employment, the employee will be required to sign a copy of their job description for their personnel file.</td>
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I have received a copy of this job description.

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<th>Employee Signature</th>
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Created: May 2018  
Revised: February 2022, April 2023