



JOB DESCRIPTION

Community Engagement Coordinator – Community Schools Grant Funded

DEFINITION:

The Community School Coordinator works in partnership with the school leadership and governance, and community partners, to assess the school community's needs and assets, ensure efficient coordination of student and family support services, and support the creation of a learning environment that focuses on student achievement and wellness. Working Under the direction of Assistant Superintendent of Curriculum & Instruction, the Community Engagement Coordinator will work closely with school sites to implement the Community Schools Grant. This position will execute responsibilities that provide direct support services to the students and families we serve in the community of Farmersville. Overall, this position will assist in the development of the Community Resource Center to increase student achievement and create enhanced programs that build a strong parent/school partnership. (Days-190)

CLASS CHARACTERISTICS

This classification is responsible for developing and implementing policies and procedures for a variety of programs within an assigned department, including grant administration, program budget administration and program evaluation. Incumbent supports the work of departmental management staff by conducting day-to-day administrative support and program coordination activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures and other agencies, regulations, and/or involved frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all of the duties, knowledge and abilities associated with this classification, but is intended to accurately reflect the principal job elements. All the duties listed below are "essential" with the exception of "Other duties as assigned."

- **Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identify resource needs; recommend and implement policies and procedures, including standard operating procedures for assigned programs and services.**
- **Supervise, coordinate, and participate in the day-to-day operations of assigned programs and services; responsible for the recruitment and selection of staff and provide recommendations; provide supervision, training, orientation, and guidance to assigned staff; prepare weekly and daily schedules; supervise and evaluate the performance of assigned staff.**

- Coordinate and perform administrative and programmatic work for various District programs in areas such as budget development, grants administration and reporting and program evaluation, monitor program enrollment.
- Serve as a liaison to students, parents, staff, community resources, public assistance, health and social service agencies; provide presentations, information and assistance regarding assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.
- Participate in the development and implementation of new or revised programs, systems, procedures, and methods of operation.
- Prepare, review, update and maintain a variety of program documents, records, reports, and files; research, analyze and gather data for periodic and special reports; prepare a variety of program progress and evaluation reports; prepare and submit District, county and state-mandated reports regarding program operations and activities; implement and conduct mandatory program surveys.
- Administer grant and ensure program activities are following grant requirements; prepare program reports to funding agencies; monitor program budgets and track program expenditures.
- Represent the District at a variety of state and county meetings and workshops.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Perform other related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Flexible schedule to include evening and some weekend parent engagement activities.

REQUIRED QUALIFICATIONS:

Education and Experience:

Required-

- Bachelor's degree in education, Social Work, Health, or another related field
- Master's degree Preferred:
 - Experience overseeing grants and/or educational programs.
- Minimum of three years or more of relevant experience in one or more major student and/or family support areas.
- Bilingual skills in English and Spanish Preferred.

Preferred Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures governing community outreach.
- Understand and Communicate the Strategic Vision of the District.
- Understand the Social, emotional, health, and economic issues faced by central valley youth and their families.
- Respect diverse groups across race, ethnicity, religion, gender, class, and sexuality.
- Collaborate with local community-based organizations providing mental health services.
- Research methods, report writing and record-keeping techniques for effective communication.
- Use correct English and Spanish usage, grammar, spelling, and punctuation.
- Understand the basic principles and practices of effective leadership.
- Interpersonal skills using tact, patience, etiquette, and courtesy.
- Understand the principles and practices of staff supervision and evaluation.

Licenses, Certifications, and other Requirements:

- Valid California Driver's License
- Employment eligibility will include DOJ clearance, TB, and other employment clearance.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment: Office environment; fast paced work, constant interruptions.
- Physical requirements: Hearing and speaking to exchange information, make presentations and communicate over the telephone; seeing to read, prepare, and proofread documents and view computer monitors; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; ability to go to sites apart from primary office to conduct business.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good health and able to lift 30 lbs.
- Must be able to walk, squat, bend, and stand; ability to move freely to supervise and engage in indoor and outdoor activities with children and adults. May include inclement weather.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: December 12, 2023