

# San Francisco Unified School District - COE

## 2977 Community School Coordinator

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*The San Francisco Unified School District is the recipient of a three year School Improvement Grant (SIG) for \$45 million dollars from the US Department of Education. The grant will be spent on nine Title I schools in the Mission and the Bayview that have been historically underserved. The positions funded by SIG money will be in place for the three year length of the grant. The intent of SIG funded positions is to maximize and accelerate the efficacy of school improvements, innovations and restructuring. The nine 2977 Educational Integration Specialist positions will each be assigned to one of the nine Title I schools and will perform the duties as outlined below.*

### **Community School Coordinator Job Description (SFUSD)**

Position: 2977 Community School Coordinator, Superintendent's Zone, SFUSD

Salary Range: Based on training and experience

Schedule: Full Year

Supervisor: Director of Family & Community Outreach Coordinator, Superintendent's Zone

Description: The 2977 Community School Coordinator is responsible for facilitating the process of transforming the school into a full service community school. They work in partnership with the school administrator and Community School Advisory Committee to assess the school community's needs and assets, coordinate all student and family support services, and create a learning environment that supports student achievement and wellness.

#### Duties and Responsibilities

##### *Leadership*

- Serve on and/or provide guidance for the various school leadership teams, including school site council, school leadership team, coordination of services (COST) team, and student success team.
- Work with school administrators, especially the Principal, to integrate non-academic services with school priorities.
- Convene and facilitate a Community School Advisory Committee under the direction of the Principal and with technical support and guidance from District Community Schools team.
- Work with Superintendent Zone team, Community School Advisory Committee, school administrators, teachers, community-based organizations, parents and students to identify barriers to learning, available resources and gaps, and to develop programming that is community responsive.
- Assist with program evaluation (including data collection, analysis and writing).
- Design, develop and coordinate special Community School projects & other duties as identified by Principal, Director of Family & Community Outreach, and/or Assistant Superintendent for the Superintendent's Zone.
- Share lessons learned and best practices with SFUSD and the citywide Community School Council to inform site-level improvement and the expansion of community schools.

### *Student and Family Support Service Design and Coordination*

- Coordinate all student and family support services, including extended learning, family engagement and support, and health and mental health services.
- Maintain an effective referral process; facilitate/co-facilitate the coordination of services team, where members review, assign and follow up on referrals, and troubleshoot student and systems issues.
- Learn and communicate the curriculum and academic goals to partners and families.
- Establish protocols to manage and maintain quality partnerships, including, but not limited to: development of MOUs, facilitation of regular meetings, planning sessions, joint work plans and conflict resolution processes.
- Convene and facilitate a Providers Meeting (at least bi-monthly) as a forum to build strong communication and aligning services with school priorities and student learning goals.
- Support. and provide programmatic direction and coordination to on-site SFUSD and community partners' child and family support service personnel in alignment with the Schools strategic direction of the guidance of the Principal
- Coordinate the use of space for student and family support services, and for special events.
- Assist school staff and partners in resolving issues related to service delivery, access, and coordination.
- Support the development of youth leadership, parent engagement and family support throughout all Community School efforts.

### *Partnership Development*

- Develop and sustain partnerships with city and county services and non-profit agencies to provide supports and opportunities to students and families that meet their identified needs as well as fulfill organizations' missions.
- Act as point person for potential new partnerships.
- Assist with resource development, including fund development.

### Minimum Qualifications

- Bachelor degree required.
- Two years of experience in one or more major student/family support areas, e.g. academic support, mental health, afterschool, youth development, family support or leadership development.

### Desired Qualifications

- Experience in coordination and/or management/administration in an educational, non-profit and/or human services setting.
- Strong interpersonal and supervisory skills, with a diversely skilled workforce.
- A high degree of cultural awareness and competency in cross-cultural practice with children and families.
- Experience in collaboration, meeting facilitation, problem-solving and teambuilding.
- Experience with school-based service delivery. \
- Ability to multi-task; skills to be a team player and self-starter.
- Strong written and verbal communication skills.
- Organizational skills; solid knowledge of Microsoft applications.
- Ability to work flexible hours (evenings, weekends).
- Masters degree in Education, Public Administration, Social Work, or related field