

**Job Summary:**

Under the supervision of the Assistant Superintendent, Student Support Services and/or designee, the Community Schools Project Coordinator is responsible for the implementation, integration, alignment, and coordination of the resources and services to the families in Tulare County. The Community Schools Project Coordinator must work to create a high performing partnership wherein students and families are supported, community members are connected, and successful outcomes emerge.

**Essential Functions:**

- Provide comprehensive linkage and referrals to appropriate and available services to assist the individualized needs of children and families;
- Regularly communicate and collaborate with existing community resources and intervention program;
- Coordinates activities for the purpose of ensuring that children and families receive appropriate services;
- Develops/Coordinates/Conducts comprehensive staff development programs for the purpose of providing professional development and training for LEA - CCSPP staff members;
- Develops/Implements goals, objectives and procedures of the CCSPP for the purpose of providing appropriate services to children and families;
- Develops/Implements program proposals and contracts with local school districts, and other agencies for the purpose of providing appropriate services to children and families;
- Interprets/Monitors/Implements rules, regulations and laws affecting the CCSPP for the purpose of ensuring program compliance with federal and state regulations, and Tulare County Office of Education (TCOE) policies and procedures;
- Creates and oversees the data-collection processes, maintains data, and analyzes data for the purpose of monitoring the progress toward community schools' development goals, as well as making data-driven decisions to meet the whole child needs of students and families;
- Participates/functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices;
- Assists family members, school staff, CCSPP staff, and various other agency personnel for the purpose of meeting the needs of the whole child;
- Maintains an efficient and productive daily schedule for the purpose of providing services, completing reports, submitting progress notes, and other duties;
- Assists the Administrator for the purpose of managing program operations;
- Coordinates monitoring and evaluation efforts for the purpose of ensuring that project goals are met;
- Identifies potential local and community resources purpose of ensuring that whole child, family, and positive community programs are developed;
- Presents/prepares reports, presentations and data for the purpose of providing information to LEA, school, and community educational partners;
- Support LEAs and schools to assess family and student needs by conducting surveys, interviews, etc. for the purpose of developing and implementing action plans as related to CCSPP grantee goals;
- Support managers of CCSPP in strategy and implementation of the district's parent involvement activities;
- Assist in the implementation of a variety of programs that involve parents, students, staff, and the community for the purpose of establishing familiarity with programs, services, and processes;
- Ability to work collaboratively with school leaders, family members, community members and other partnership staff;
- Assist in general clerical functions such as preparing letters and memorandums, answering phones and responding to questions, preparing reports, etc.;
- Evaluate, compile data, maintain records, and progress reports for site and district use on a regularly scheduled basis;
- Attend and participate in district required meetings and/or training;
- Performs other related duties as assigned;

**Responsibilities include:** The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally, the job requires 10% sitting, 20% walking and 70% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Skills to:**

- communicate effectively, orally, in writing and on virtual platforms;
- develop and build trusting relationships with diverse groups;
- develop, coordinate, promote, and evaluate program and resources;
- analyze situations and make decisions without supervision as necessary;
- collaborate with different divisions within the county office;
- operate a computer and related software.
- research, compile, and analyze information and prepare reports, brochures, and other forms of communication;

**Knowledge of:**

- California Community Schools Partnership Program;
- community and state resources;
- State and federal rules and regulations related to the assignment;
- motivation and goal setting strategies;
- correct English word usage, spelling, grammar and punctuation;
- methods, practices, resources, and techniques applicable to teaching students and adults;
- TCOE policies and procedures;
- budgeting and fiscal practices at the department level;

**Ability to:**

- plan and organize meetings/events;
- collect, analyze and present data to small and large groups;
- exhibit interpersonal skills to relate well with families, staff, and community organizations;
- demonstrate the ability to communicate effectively in English, both orally and in writing;
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases
- create, update, maintain and share Google documents/slides/sheets;
- understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- travel within and outside the county using own vehicle;
- attend in-service training, meetings, classes and conferences;

**Experience Required:**

- At least 3 years of experience working with families, education, social work and/or community based programs;
- Experience working in an educational organization preferred;

**Education Required:**

- Bachelor's Degree required – may substitute 2 years of comparable experience for one year of schooling.

**Other Requirements:**

- Bi-lingual in Spanish is preferred;
- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;
- Must possess an automobile for travel on the job;

**FLSA Status:** Non-Exempt

October 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.