

**Community Schools Coordinator  
Administrative Salary Schedule 02  
Grant Funded 5 Year Program through 2026-2027**

**DEFINITION**

Supervised and evaluated by the Superintendent, the Community Schools Coordinator collaborates with the Superintendent and district staff to coordinate and supervise the district's Title I categorical programs, Expanded Learning Opportunities Grant, and Community Schools Programs. Collaborates with site principals to provide targeted, strategy-based support coaching to assigned teachers to facilitate teacher success in planning, teaching, assessing, and adjusting instruction to meet students' needs.

**ESSENTIAL FUNCTIONS**

The Community Schools Coordinator will:

1. Provides on-going support to the district and schools with implementation of the Title I categorical program, including support with each schools Single Plan for Student Achievement (SPSA);
2. Assists the district and schools with monitoring of the Title I categorical program, including the Federal Program Monitoring (FPM) process.
3. Implement and monitor the Expanded Learning Opportunities Program Grant and Community Schools Grant;
4. Maintains records, processes, and submits all reports and mandates to the district and local, state, and federal agencies for Title I, the Expanded Learning Opportunities Program Grant, and Community Schools Grant;
5. Provide targeted, strategy-based support coaching to assigned teachers to facilitate teacher success in planning, teaching, assessing, and adjusting instruction to meet students' needs;
6. Works with district staff to develop, plan, coordinate, implement, and refine a comprehensive plan for Expanded Learning and budgets programs including summer school, winter and spring enrichment sessions, after hours programs, and as assigned by the Superintendent;
7. Assure students enrolled in the Kernville Union School District gain full and equitable advantage from expanded educational and wrap around opportunities;
8. Responsible for integration of district-wide strategies throughout Expanded Learning Opportunities and Community Schools Programs;
9. Ensures oversight of all vendors and district staff of the Expanded Learning Opportunities and Community Schools Programs;
10. Facilitates integration of the regular school program with the expanded learning program and acts as liaison between the two programs;
11. Ensures parent, teacher, and support staff education of expanded learning, Title I, and Community Schools services;
12. Participates in meetings with district staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals. Serves as district liaison with community and governmental agencies as required. Travel is required;

13. Performs other duties and responsibilities as assigned by Superintendent and/or designee

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Very Frequent	= 76% and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 1 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 1 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to reach in all directions.
- 1 h. Ability to lift 50 lbs.
- 2 i. Ability to carry 25 lbs.

## REQUIRED QUALIFICATIONS

### Personal and Professional Qualifications

1. Experience in working effectively with underrepresented students and parents, including low-income, special needs, foster youth, and individuals experiencing homelessness;
2. Ability to support adult learners and underrepresented student and family groups;
3. Ability to communicate orally and in writing with multiple audiences, supervise and/or work cooperatively with district and school personnel, community partners, and parents;
4. Knowledge of and/or ability to learn Title I, Title II, Expanded Learning Opportunities Grant, and Community Schools Grant Programs;
5. Knowledge of and/or ability to learn methods and best practices of teacher coaching, targeted students supports, Expanded Learning Programs, and Community Schools Programs;
6. Knowledge of and/or ability to learn federal and state laws, regulations, processes and procedures related to Title I, Title II, Expanded Learning Opportunities Grant, and Community Schools Programs;
7. Possession of a valid California driver's license;
8. Ability to work as a team member and independently.

## **Education**

The Community Schools Coordinator will meet all credentialing qualifications established by the State of California for an administrative position.

1. Any combination of training, experience, or education equivalent to a master's degree;
2. Possession of a valid state Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the District's Personnel department

## **Experience**

The Community Schools Coordinator shall have:

1. At least 5 years of successful public school teaching with at-risk students, including increasing responsibility and leadership;
2. Experience supporting teachers; ie: mentor or coach;
3. Experience working with community organizations is highly desirable.

Terms of Employment

Current DOJ and TB clearances