

**Roswell Independent School District
Job Description**

Job Title: COMMUNITY SCHOOLS ON-SITE SPECIALIST

Reports To: Principal / Director of Educational Sustainability

General Job Description:

In collaboration with the Community Schools District Lead Liaison (CSDLL), works closely with Community School Administrative Team, other school and District level personnel, community partners, students, and families to coordinate services aimed at removing barriers to student learning and improving the health and quality of life in the school and community for all stakeholders. The CSOS is charged with assessing the actual needs of the students and families in the community school and developing evidence-based and data-driven interventions to meet those needs by brokering resources from the broader community. The CSOS must work to create a high-performing community school partnership wherein students and families feel safe and supported, and community members are connected and engaged.

Essential Duties and Responsibilities:

1. Support diverse student, staff, family, and community engagement through a continuous process of identifying needs and assets, establishing priorities, securing partners and resources, and providing governance to community school activities.
2. Utilize a continuing improvement cycle to collect data, measure, and communicate the effectiveness (or ineffectiveness) of identified strategies, priorities and partnerships.
3. Co-facilitate a community school advisory council and partner council comprised of community representatives, family members, school staff, students, and partners.
4. Work with the site team to plan, design, organize, implement and manage age-appropriate curriculum for program participants in the after-school program and summer programming.
5. Coordinate the use of space for students and family support services and for special events.
6. Collaborate with the CSDL to plan and attend special events with partners and stakeholders that will build community among stakeholders.
7. Develop and utilize effective communication and relationship skills to serve as a liaison between the community school partners, school administration and staff, students, and families.
8. Support the development of youth leadership, parent engagement and family support.
9. Serve as the site level contact for programs and services.
10. Maintain up-to-date records and required grant paperwork for all programs including agreements for all partners and vendors.
11. Create and maintain a safe and supportive environment that addresses the needs and interests of each child and foster positive self-image and respect for social, racial, and cultural differences.
12. Ensure programs meet standards of high quality and best practices.
13. Attend specified trainings as required.
14. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
15. Communicate and display courteous and professional behavior toward students, the public, School and District Administrators, staff, and peers.
16. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
17. Evenings and weekend work may be required.
18. Perform such other tasks as may be assigned.

Supervisory Responsibilities:

None

Experience and Education:

1. Bachelor's degree in the field of Education, Public Administration, Nursing, Social Work, or related field.
2. Minimum of five years' experience in teaching, school administration, nursing, social work, or related field.
3. Experience in grant writing, budgeting, planning, and organizing, preferred.

4. Bilingual and Biliterate in English and Spanish preferred.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date