

**Roswell Independent School District
Job Description**

Job Title: COMMUNITY SCHOOLS ON-SITE COORDINATOR

Reports To: DIRECTOR OF EDUCATOR SUSTAINABILITY AND SCHOOL SUPPORT

General Job Description:

Works closely with the School Administrative Team, Director of Educator Sustainability and School Support, School Leadership Team, School Staff, Community Partners, 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

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. Collect data, measure and communicate the effectiveness (or ineffectiveness) of identified strategies, priorities and partnerships and begin the cycle again.
3. Provide daily oversight for community school partner programs and services for youth, parents and community members, while working in coordination with the school administration, and school and district staff.
4. Guide and support the coalition of partners to assure programs and services are aligned and focused on results relevant to the priorities established in the needs assessments and engagement teams.
5. Co-facilitate a community school advisory council comprised of community representatives, family members, school staff, students, and partners.
6. Coordinate the use of space for students and family support services and for special events.
7. Collaborate with the school to plan and attend special events with partners and stakeholders that will build community among stakeholders.
8. Develop and maintain collaborative, collegial relationships with community agencies, including for profits, nonprofits, and government entities.
9. 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.
10. Gather and report ELTP data.
11. Support the development of youth leadership, parent engagement and family support throughout all Community School efforts.
12. Attend School Leadership Team Meetings.
13. Attend any trainings offered by Roswell Independent School District.
14. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
15. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
16. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
17. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
18. Evenings and weekend work may be required.
19. Perform such other tasks as may be assigned.

Experience and Education:

1. Bachelor's degree in the field of Education Administration, Public Administration, Nursing, Social Work, or related field. Master's degree preferred.
2. Minimum of five years' experience in successful teaching, school administration, nursing, social work, or related field; preference for experience within an educational setting.
3. Minimum three years coordinating community services or events.
4. Have a strong working knowledge of community, community resources, including nonprofits, for profits, and government entities.

COMMUNITY SCHOOLS ON-SITE COORDINATOR (CONT'D)

5. Experience in grant writing, budgeting, planning and organizing.
6. Strong written and verbal communication skills.
7. Ability to work flexible hours; some evenings and weekends.
8. Experience in coordination management/administration in an educational, non-profit and/or human services setting preferred.
9. High degree of cultural awareness and competency in cross-cultural practice with children and families preferred.
10. Bilingual and Bi-literate in English and Spanish preferred.
11. Valid New Mexico Public Education Department (PED) PK – 12 Administrative License 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