

JOB DESCRIPTION

Job Title: Community Schools Project Coordinator (9938)

Job Summary:

Under the supervision of the Assistant Superintendent, Student Support Services and/or designee, the Community Schools Project Coordinator is responsible for supporting the implementation, integration, alignment, and coordination of resources and services to the California Community Schools Framework in Tulare County. The Community Schools Project Coordinator works with LEAs and schools to create high-performing partnerships with community-based organizations wherein students and families are supported, staff is informed, community members are connected, and successful outcomes emerge.

Essential Duties:

- Connect Local Educational Agencies (LEAs) and schools to appropriate and available services to assist the needs of children and families within their communities.
- Regularly communicate and collaborate with existing community resources and intervention programs.
- Coordinate activities for the purpose of ensuring that children and families receive appropriate services.
- Develop, coordinate, and conduct comprehensive staff development programs and professional learning for LEAs, community schools, community-based organizations, and county office staff members.
- Develop and implement goals, objectives, and procedures of the California Community Schools Partnership Program (CCSPP) and California Community Schools Partnership Act (CCSPA) for the purpose of providing appropriate services to children and families.
- Develop and implement program proposals and contracts with local school districts and other agencies for the purpose of providing appropriate services.
- Interpret, monitor, and implement rules, regulations, and laws affecting CCSPP and CCSPA to ensure program compliance with federal and state regulations, as well as Tulare County Office of Education (TCOE) policies and procedures.
- Support LEAs and schools in data-collection processes, maintain data, and analyze data for the purpose of monitoring progress toward community schools development goals and making data-driven decisions to meet the whole-child needs of students and families.
- Support LEAs and schools to assess family and student needs by conducting surveys, interviews, and needs assessments to develop and implement action plans related to CCSPP grantee goals.
- Coach LEA and school leadership teams regarding community schools and the identification and implementation of effective proven practices.
- Support managers of community schools CCSPP in the strategy and implementation of district parent involvement activities.
- Assist in the implementation of a variety of programs that involve parents, students, staff, and the community to establish familiarity with programs, services, and processes.
- Identify potential local and community resources to ensure whole-child, family, and positive community programs are developed.
- Present and prepare reports, presentations, and data for LEA, school, and community educational partners.
- Communicate and participate with local and state organizations to support service contracts and stay current and knowledgeable regarding educational and funding requirements.
- Write and prepare communications to Tulare County LEAs, schools, TCOE departments, and partner agencies.
- Maintain and submit accurate records, progress reports, and fiscal documentation to ensure program and budget requirements are met.
- Assist with managing program operations and supporting personnel to accomplish project goals.
- Participate and function as a positive team member to enhance and share knowledge and best practices.
- Attend and participate in district-required meetings, committees, and trainings.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- Communicate effectively orally, in writing, and across virtual platforms.
- Research, compile, and analyze information to prepare reports, presentations, brochures, and other communications.

- Develop, coordinate, promote, and evaluate programs and resources.
- Develop and build trusting relationships with diverse groups, community partners, and school staff.
- Analyze situations accurately and make sound decisions independently as necessary.
- Collaborate effectively across various divisions within the county office, LEAs, and external agencies.
- Operate a computer and assigned software programs (e.g., Google Docs, Slides, Sheets, databases, and office suite applications).

Knowledge of:

- California Community Schools Partnership Program (CCSPP) framework and initiatives.
- Community, county, and state resources supporting whole-child development and family needs.
- State and federal rules, regulations, and compliance guidelines related to the assignment.
- Methods, practices, resources, and techniques applicable to adult learning, staff development, and teaching.
- Motivation, goal-setting, and systems-improvement strategies.
- Departmental budgeting and fiscal practices related to grant funded programs.
- Correct English usage, grammar, spelling, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.

Ability to:

- Plan, organize, and facilitate meetings, workshops, and large-scale events.
- Collect, analyze, and present data clearly to small and large groups for continuous improvement.
- Exhibit strong interpersonal skills to relate effectively with families, staff, leaders, and community organizations.
- Understand and carry out complex oral and written directions.
- Establish and maintain cooperative, productive working relationships with internal and external stakeholders.
- Create, update, maintain, and share documents, presentations, and databases using multiple platforms.
- Travel within and outside the county using personal vehicle to perform job duties.

Responsibilities include: working under broad organizational guidelines to achieve program objectives; coordinating, facilitating, and providing leadership for inter-agency teams and educational partners; managing project activities and deliverables within assigned grant parameters; and supporting implementation of community school initiatives across LEAs and partner organizations. The position routinely collaborates with multiple work units and external agencies to accomplish program goals. There is substantial opportunity to positively influence organizational and regional services for students and families. The physical demands of this position include sitting, standing, and walking for extended periods; frequent keyboarding and computer use; operating standard office equipment; driving a vehicle between work sites; occasional reaching, bending, and retrieving materials; and occasional lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. The work is performed primarily in an indoor office environment with frequent interruptions, multiple priorities, and regular travel throughout the region. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education Required:

- Bachelor's degree from an accredited college or university is required.

Experience Required:

- Minimum of three (3) years of experience working with families, education, social work, and/or community-based programs.
- Experience working in an educational organization or school district setting is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Ability to travel to various locations within and outside the county using personal vehicle.
- Bilingual capability in Spanish is preferred.

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.