



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

### Job Description

#### **Job Title: Community School Coordinator**

**Reports to:** Principal  
**Number of Days:** 12 Months  
**Compensation:** BL-5  
**Overtime Status:** Exempt  
**Date Job Revised:** March 7, 2011

**Position Summary:** Facilitates the implementation and management of the development of community school activities, events, programs and services that lead to student achievement, stronger families and healthier neighborhoods. Provides leadership for the coordination of community school efforts as evolves from school site teams.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's degree in social work, education, health or related field, master's preferred.

##### **Specialized Knowledge, Licenses, etc:**

- Bilingual skills preferred.

##### **Experience:**

- Seven years of administrative experience or community building.
- Five years of experience in program planning, implementation, evaluation and organizational support.

##### **Specific Training/Skills:**

- 

##### **Physical Requirements (If Applicable):**

- 

##### **Other:**

- Knowledge of community resources.
- Ability to build community partnerships and maintain working relationships.
- Ability to work in a school bureaucracy.
- Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation.
- Ability to demonstrate cultural sensitivity and work with a diverse group of people.
- Ability to adhere to school policies and procedures.
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.
- Effective oral and written communication skills.
- Exhibits the ability to be a creative thinker and self-starter.

#### **Scope of Authority (If Applicable):**

- 

#### **Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

- 

#### **Customer Contacts:**

- Internal:

- External:

**Duties and Responsibilities:**

- Participates on the school site team.
- Recruits and supports school site team that includes neighborhood residents.
- Performs administrative tasks for the day to day management and coordination of activities.
- Plans and directs efforts to involve students, families and neighborhood residents in community school initiative.
- Establishes linkages with local businesses to promote their involvement in the school.
- Assures the functioning of all community school core components are effectively linked to school curriculum and fulfill the basic principles of community schools.
- Assures the functioning of all community school core components are effectively linked to school curriculum and fulfill the basic principles of community schools.
- Develops, maintains and nurtures relationships with school administration and staff, parents, family members, neighborhood residents.
- Develops programs that aim to increase educational opportunities and social connections for children, families and neighborhood residents.
- Manages schedules of partners at school site.
- Assists with designing and managing volunteer systems within the school.
- Conducts home-visits as requested by principal.
- Responsible for required data collection and evaluation.
- Represents school at community meetings and events.
- Assists in the development of annual plan and funding proposals.
- Prepares and presents written and oral reports to principal and TACSI director.
- Participates in training and professional development.
- Performs other duties as assigned by the principal and TACSI director.
- Scheduling flexibility.
- Communicate clearly and process complex information.