

JOB TITLE: Community School Coordinator

JOB CLASSIFICATION: TBD

STATUS: Exempt

SUPERVISOR: Manager K-12 Initiatives, Elev8 Baltimore

QUALIFICATIONS: Bachelors' degree in education, health, social work, or public policy preferred. Master's degree a plus. Three years of successful experience working with public school systems, including development and implementation of youth development programs, community organizing, family engagement and/or education policy. Proficiency with Microsoft office, database systems, data analysis, as well as budget development and implementation. Bi-lingual-Spanish required for this site. Proof of full vaccination must be presented by hire date.

POSITION SUMMARY: Each Community School Coordinator is assigned full-time to one school in the Elev8 Baltimore network. Once on-site, Community School Coordinators function as liaison to the principal and school operator to direct the design, planning, coordination and implementation of programs and services that are school-based and school-linked. The community school coordinator ensures that activities, programs and services are fully integrated and aligned with the mission and goals of an individual school and aligned with the six pillars (*Family Engagement, Health and Social Supports, Community Development, Youth Development, Enhanced Academic and Enrichments and College and Career*) of community schools via the convening of partners and consistent communication with school leadership, faculty, staff and students.

RESPONSIBILITIES:

COORDINATION OF SERVICES

- Facilitate the philosophy that a child can achieve at high academic levels and that it is the role of all adults in the student's life to commit to a child's success
- Work with school faculty, staff and partners to develop student supports and services
- Assist in the development and implementation of school policies and procedures
- Facilitate joint planning among school leadership, partners, service providers, and others responsible for programs in learning, health and family engagement at assigned based on individual school needs
- Convene regularly scheduled partner meetings to ensure joint planning and maximum service integration
- Contribute to the alignment of Humanim goals with the broader mission and goals of assigned school and Baltimore City Public Schools by supporting various school committees; including but not limited, to Attendance Team, Student Support Team and School Family Council
- Implement and maintain site systems to support full-service community schools model, including but not limited to tools for cross-referral of students and families between service providers, ongoing communication, data collection and planning between service providers, faculty, staff, parents and students; and site planning, budgeting and reporting
- Link students to available resources to address attendance, behavior or academic achievement needs in coordination with school leadership
- Develop and publicize programs and activities offered at assigned school including a marketing and outreach strategy to promote opportunities for youth and families
- Review and monitor progress toward short-term and long-term outcomes outlined in the Elev8 Baltimore logic model and expected outcomes based on community school scope of work

COMMUNICATION AND DOCUMENTATION

- Complete all required paperwork in a timely manner
- Maintain all required documentation
- Complete regular grant reports as needed for various funding sources (public and private)

AGENCY/TEAM COHESION

- Responsible for facilitating and attending mandatory departmental meetings

- Attend agency meetings and events
- Complete required training on time
- Maintain compliance with agency policies and procedures
- Prepare for and attend regularly scheduled meetings with supervisor
- Participate in regularly scheduled school meetings and professional development

OTHER DUTIES AS ASSIGNED.

APPROVED BY:

Employee Printed Name _____

Employee Signature _____ Date _____