Orange County Department of Education
Human Resources Department
Certificated Management Class Specification

Coordinator, Community Schools **Class Code: 1595**
Work Days: 225

GENERAL PURPOSE

Initiate, facilitate, and maintain the process of converting an alternative education school into a full-service community school in alignment with the current California Community Schools Partnership Program (CCSPP); collaborate with district and school leadership, staff, students, families, and community partners to assess the school community's assets and needs; ensure effective coordination of student and family support services; and lead the work to foster a learning environment that will support increased student engagement, academic achievement, and wellness; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, priorities, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
2. Provide leadership for school reform by coordinating the elements of a community school model, including coordination and integration, focused and authentic partnerships, and access and equity.
3. Ensure student access to participate in programs that provide an integrated focus on academics and personal development to support their college, career, and future readiness.
4. Provide assistance to school leadership, staff, community-based organizations, families, and students to identify barriers to learning, available resources, and existing gaps to develop a community-responsive plan.
5. Monitor the integration of high-quality services and programming for students during their school day to enhance their educational experience and provide opportunities to apply their academic knowledge and skills.
6. Assist the integration of non-academic services and school priorities through participation in school site council, school leadership teams, and other like groups.

7. Evaluate and revise existing systems of support to ensure they are aligned with the goals of the California Community Schools Partnership Program; Implement equitably and lead to student success.
8. Assist with program evaluation, including data collection, analysis, and reporting to educational partners.
9. Design, develop, and coordinate community school projects identified as needs assessment and collaborate with educational partners, including students.
10. Develop and support school climate discussions and authentic metrics to measure progress in establishing a school culture that is emotionally and physically safe and fosters student academic engagement and progress.
11. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
12. Assist and promote strategic discussions among a diverse group of educational partners; catalyze positive change within the school and community.
13. Participate as a constructive thought partner to school leadership, teachers, and staff as they envision and implement school reform through community school strategies.
14. Provide leadership in the development, implementation, and monitoring of the school's academic plan to support achievement for students.
15. Assist the engagement of educational partners.
16. Ensure integration of support services, including extended learning, family engagement and support, and wellness services.
17. Monitor the alignment of initiatives to the school vision and priorities; act as a resource.
18. Assist programmatic direction and coordination between community partners, school staff, students, and families.
19. Develop and sustain partnerships with city and county services and non-profit agencies; provide support and opportunities that meet the identified needs of students and their families to support engagement, academic achievement, and college and career readiness.
20. Recommend new strategic partnerships.
21. Attend conferences and departmental meetings as necessary to develop information for enhancement and enrichment of staff.
22. Demonstrate attendance sufficient to complete the duties of the position as required.
23. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Basic operations, services, and activities of the Alternative Education program.
3. Knowledge of community resources.

4. Instructional methodologies used to teach students with diverse education needs, including adopted curriculum.
5. Principles of behavioral management and curriculum development appropriate for students.
6. Procedures and requirements of program assessment and evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present professional development activities/trainings.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education and four (4) years of educational experience, including at least one (1) year of experience working with alternative education or related programs; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative credential may be required for some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites

within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.