



1405 COMMUNITY SCHOOL PROGRAMS COORDINATOR

Classification Summary

Coordinate communication and planning between a community school, community members, staff, students, businesses, and the media. Organize and facilitate community and school activities contributing to community participation in the School District and school affairs. Perform other related work as required.

Distinguishing Characteristics

The Community School Programs Coordinator classification is distinguished from the Community School Assistant classification by the major responsibility for developing and planning programs which involve and integrate communities in the affairs of schools and meet the needs and interests of community members. The Community School Assistant classification provides support to a Coordinator in following through with planned actions and activities, such as scheduling, announcement notices, office/clerical support.

Supervisory Relationships

Reports to a Building Administrator. Oversee and coordinate the work of Community School Assistants, work study students, and volunteers who provides assistance in the implementation of programs.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Assess community needs by developing, conducting and analyzing surveys.
2. Recruit and work with advisory committee(s) to plan community school programs and events; publicize and structure programs, and evaluate program effectiveness.
3. Coordinate programs and work cooperatively with community agencies, groups, governmental agencies, and other schools.
4. Recruit and place volunteers; organize community support for curriculum activities.
5. Develop, recommend, and monitor a community school budget.
6. Ensure that the use of District facilities for community use comply with policies and program objectives. Authorize building use by groups and schedule events. Determine fees to be assessed and accounted for if applicable.

Required Knowledge, Skills and Abilities

1. Knowledge of community or human service practices and techniques in developing community involvement.
2. Organizational skills in program planning, community participation, program integration and activity priorities.
3. Some knowledge of education program or curriculum planning.
4. Knowledge of the principles and practices of public relations, community development, and communications.
5. Flexibility and willingness to work variable hours as needed.
6. Interpersonal communication skills and ability to communicate effectively both verbally and in writing.
7. Ability to work harmoniously with staff, students, administrators, and other members or groups of the community.
8. Ability to work independent of direct supervision and exercise judgment pertaining to program objectives and end results sought.

Minimum Qualifications for Class Entry

1. Graduation from a two year college with major course work in media, communications, community service, human services or related field; and one year of experience in community or human services or related field; or

2. Graduation from a four year college or university with ma)or course work in public relations, community or human services, public administration, or related field; or
3. Satisfactory combination of experience and education, including three years of experience in community or human services which may be substituted for the two year college degree.

Work Environment

Incumbents work in an office and community environment.