

Site Coordinator General Role and Responsibilities:

The Site Coordinator serves as the coordinator and champion for the on-site development of the community school effort. This person is an employee of the coordinating agency. The Site Coordinator's role is to assist teachers, school staff, coordinating council members, parents, community members, and students by recruiting and coordinating the activities of individuals and organizations willing to offer programs and services at the school which meet the needs of students, their families and the community.

The Site Coordinator and the Principal are partners in the integration and coordination of all school- and partner-provided services and programs towards a common goal of student success.

Examples of Specific Duties:

Leadership

- Develops and staffs the Coordinating Council and convenes monthly meetings to promote effective collaboration of service providers and partners
- Develops vision of community school with school and community leadership and develops work plan, agreements and MOUs
- Guides periodic needs assessments and resource inventories with parents, school staff, students, and community groups to determine specific service needs, and ensures partner activities align with these goals and needs

Implementation

- Works with Coordinating Council to identify, coordinate and broker relationships with community agencies and program service providers on an ongoing basis
- Attends community school training and informational conferences and meetings as required by BASCSWG
- Coordinates, develops, maintains, and publicizes a schedule of programs and activities offered at the school
- Provides training and information to school staff, parents and community organizations about the community school effort, and provides access to best practices as required

Administration

- Completes all data reporting and accountability responsibilities for Initiative
- Supports efforts of the Initiative in evaluation, public information or advocacy, as required or requested.

Requirements:

The Site Coordinator is a full-time position, managing coordination of a wide range of partners and engaging families and community on a daily basis in both the Full-Service sites and Extended-Service sites.

In both models, the position requires (in addition to the initiative skills required) someone with energy, personal commitment to the mission, keen human relations skills, patience, strong organizational skills, knowledge and awareness of the school climate and the surrounding community, demonstrated ability to work well with diverse groups, understanding of and responsiveness to the needs of students, families, and the community of the identified school.

All Site Coordinators must submit to a criminal background check.

Qualifications:

Minimum of bachelor's degree and at least 2 years experience with children and families and at least 1-year experience of management or coordination of effort.

OR

Have an equivalent combination of relevant education and experience in forms of partnership building, effort coordination, and youth, family and community development.

Reports to: Coordinating Partner Director.