

**SCHOOL DISTRICT OF GADSDEN COUNTY  
JOB DESCRIPTION**

**COORDINATOR - COMMUNITIES IN SCHOOLS**

**QUALIFICATIONS:**

- (1) Bachelor’s Degree or minimum 10 years’ experience in public administration, education, social science or related field.
- (2) High level interpersonal and communications skills
- (3) Excellent organization, training, coordination, fund raising and leadership skills
- (4) Sensitivity to needs of youth and diverse ethnic populations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Communities in Schools’ mission and vision. Ability to develop business, education and human service partnerships. Knowledge of public relations and appropriate media linkages. Ability to recruit volunteers. Knowledge of financial management. Ability to communicate effectively both orally and in writing. Ability to run a smooth internal administrative system and keep records. Ability to develop, coordinate, and implement initiatives to ensure the effectiveness of the Communities in Schools program. Excellent working relationship with community agencies. Ability to develop and supervise program evaluation procedures.

**REPORTS TO:**

Communities in Schools Board of Directors

**JOB GOAL**  
To facilitate the goals and objectives of the Communities in Schools project

**SUPERVISES:**

Management Team Staff

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Communities In Schools Coordinator (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Mobilize financial and human resources to support Communities in Schools Program
- \* (2) Select and train all management team staff
- \* (3) Negotiate agency agreements
- \* (4) Establish and maintain appropriate linkages with school district and social service agency personnel
- \* (5) Serve as liaison for parents between the schools, community, District, and the Florida Department of Education.
- \* (6) Submit reports to appropriate state office
- \* (7) Present and carry out operational and strategic plans
- \* (8) Establish and maintain clear documentation of all program correspondence and reports

**Interagency Communication and Delivery**

- \* (9) Oversee coordination of all student and family services from repositioned staff
- \* (10) Establish and maintain productive working relationship with members of the board of directors
- \* (11) Serve as community contact for interpreting FCAT, Florida Writes, and other test results to parents.
- \* (12) Assist schools in communicating with parents through home visits.
- \* (13) Provide assistance in channeling information throughout the District as it pertains to parents and the community.
- \* (14) Implement management information/evaluation system
- \* (15) Assist school principals in developing, improving and implementing parent services.
- \* (16) Maintain contact and a working relationship with outside agencies.
- \* (17) Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
- \* (18) Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

**Professional Growth and Improvement**

- \* (19) Attend conferences to keep abreast of changes.
- \* (20) Keep well informed of current trends in curriculum areas.
- \* (21) Provide inservice training opportunities for school personnel to increase school/parent communication and involvement.
- \* (22) Set high standards for self and others.

**Systemic Functions**

- \* (23) Work with Board of directors to develop and implement a multi-year resource development plan focusing on diversified resources
- \* (24) Establish and maintain appropriate linkages with media representatives
- \* (25) Present the Communities in Schools mission, vision, and initiatives within the community
- \* (26) Set up awards programs for CTBS, FCAT, Florida Writes, etc.
- \* (27) Provide schools with written communication for parents (Spanish and English versions)
- \* (28) Assist the Board with development and implementation of a public relations plan
- \* (29) Hold group meetings with parents to help them deal with problems and individual needs of their children.
- \* (30) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (31) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (32) Provide workshops/training for school advisory councils.
- \* (33) Prepare proposals and applications to potential funding sources
- \* (34) Oversee financial management system to ensure effective fiscal management

**Communities In Schools Coordinator (Continued)**

- \*(35) Prepare an annual budget for review and approval by the board of directors
- \*(36) Form a District parent advisory council to include parent representation from each school/community and/or special program.
- \*(37) Conduct periodic assessment of school and community needs
- \*(38) Promote District goals and priorities.

\*Essential Performance Responsibilities.