



Leadership • Collaboration • Support

JOB TITLE: Coordinator, Full-Service Community Schools Partnerships and Initiatives

Administrative Salary Schedule A, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Senior Director, District and School Support, coordinates activities and the alignment of resources to support Local Educational Agencies (LEAs) and schools in the development and implementation of efforts to improve and sustain full-service community schools, as part of the California Community Schools Partnership Program (CCSPP) Initiative, a “whole child” school improvement strategy where LEAs and schools work closely with educational partners. Facilitates the growth of partnerships between the county office of education, districts, schools, community agencies, and partners to align community resources to improve student outcomes and provide an integrated focus on academics, health and social services, youth and community development, and community engagement on behalf of the Solano County Office of Education (SCOE).

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid Administrative Services Credential.
- Master’s degree in education or a related field desired.
- Experience in meeting facilitation, community, and family engagement.
- Experience in the planning, development, implementation, and support of a community school preferred.
- Preferred experience includes project and grant.

ESSENTIAL DUTIES

- Coordinates and facilitates the identification of resources, development of partnerships, and delivery of technical assistance and support to LEAs.
- Promotes and supports the effective implementation of the California Community Schools Frameworks.

- Collaborates with LEA partners to develop tools and resources that support the planning, implementation, and expansion of full-service community schools and the community leadership structures necessary to grow and sustain them.
- Facilitates CCSPP data collection processes within Solano County districts and schools; and builds LEA capacity to analyze data to improve instruction and increase student achievement.
- Provides support to district and site leaders and school teams in the development and implementation of sustained professional learning efforts.
- Designs and delivers relevant professional learning.
- Establishes effective communication and coordinates activities across program partners and collaborators to promote an integrated systems approach.
- Ensures opportunities for educational partners to provide feedback, reflection and evaluation aligned to funding requirements and expected outcomes of the CCSPP.
- Supports Solano County districts and schools in the identification, development, and coordination of social service agency partnerships, extended and expanded learning partnerships, and community partnerships.
- Cultivates, identifies, and promotes resources to support authentic family engagement to create a safe, healthy, and culturally relevant and inclusive environment for students.
- Utilizes assessment instruments to measure and evaluate the effectiveness of CCSPP implementation and the services provided.
- Assists with development and coordination of communities of practice.
- Provides direction and positive leadership.
- Engages staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning.
- Identifies related resources and provides direction and guidance in the planning and delivery of technical, specialized, consultative, advisory services.
- Collects, analyzes, and interprets data to ensure continuous program improvement.

KNOWLEDGE OF:

- State curriculum standards, frameworks, and multi-tiered systems of support.
- Academic and social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction.

- Current trends and best practices regarding educational equity, family and community engagement and inclusivity.
- Strategies to increase equity and access for all students.
- Methods to support and meet the needs of a diverse population of students, which include students with disabilities, multilingual learners, and other priority student populations.
- Educational and community resources and services.
- Effective professional learning methods.
- Teaching and assessment best practices.
- Diverse cultural, educational, and social needs of students and adults.
- Applicable laws, codes, regulations, policies, and procedures related to assigned activities.
- Principles and best practices related to educational data collection and data-driven decision making.
- Principles and practices of effective project management, including day-to-day operations and long-term project development.
- Budget preparation and control.
- Principles of grant management.
- Standard office equipment, software applications, and video-conferencing platforms.

MARGINAL DUTIES

- Performs other related duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision. Directly responsible to the Senior Director, District and School Support.

SUPERVISION EXERCISED

May supervise teachers, paraeducators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (25%)

Sitting (50%)

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)		Bending (3)
Pushing and/or Pulling Loads (1)		Reaching Overhead (2)		Kneeling or Squatting (3)
Climbing Stairs (2)		Climbing Ladders (0)		