

## SOUTHEAST COMMUNITY DEVELOPMENT CORPORATION

### JOB DESCRIPTION

**Job Title:** Community School Coordinator – Tench Tilghman Elementary/Middle School

**Program:** Community Schools

**Reports to:** Director of Homeownership & Family Success

**FLSA Classification:** FT/ Exempt – Administrative

**Salary:** \$51,000 - \$57,000 depending on education and experience

### SUMMARY

The Community School Coordinator is a position created under the community school engagement strategy, a joint effort between school administration and the Southeast Community Development Corporation. The Coordinator's role is to partner with the principal, and other administrators, teachers, school staff, parents, school-family council, community members, and students to design and implement programs and services at the school that meet the needs of students, their families and the community. This is a grant-funded employment opportunity subject to renewal. The Coordinator is expected to have strong conversational Spanish ability.

### JOB DUTIES

- Write an effective Action Plan; meet all goals and benchmarks as defined in the Community School Scope of Work and Action Plan
- Develop positive working relationships with school principal and administrators, teachers and staff, families, community members and partner organizations
- Participate in applicable school teams and effectively contribute to resolving resource support needs
- Support school attendance team with daily phone calls, home visits, team meetings and data tracking; help families with tech support, lead attendance incentive programs
- Work with partners to develop programming and activities for students and their families including family nights, after-school programs, and student clubs.
- Manage e-newsletter, social media, and website
- Plan and implement activities to connect families with services such as food distribution; provide case management on an as needed basis for families in need of rental assistance, cash or food support
- Organize and build engagement with potential community school stakeholders, including students, school staff, families, other community residents, organizations, programs and businesses to involve them in the community school
- Connect school students and families with community and agency efforts to improve neighborhood safety and quality of life
- Conduct community needs and resource assessments periodically with parents, school staff, students and community groups, to determine specific service needs, and to ensure partner

- activities align with the Action Plan
- Attend community school trainings, conferences and meetings to ensure continued professional development requirements
  - Complete data collection and reporting responsibilities related community school strategy
  - Provide written and verbal reports to Southeast CDC, principal, funders and the school-family council concerning program status and needs and outcome fulfillment
  - Lead fundraising efforts for school-level programs
  - Evaluate the success of community school programming
  - Perform other duties/tasks as needed or as requested by Executive Director and/or Program Director in support of the business needs of Southeast CDC

## **EDUCATION, KNOWLEDGE, SKILLS AND EXPERIENCE**

- Bachelor's Degree in human service or education field; Master's degree in Social Work or other human service field preferred
- Excellent interpersonal, organizational and verbal/written communication skills; ability to communicate and empathize with individuals of diverse backgrounds
- Bilingual in English and Spanish preferred, strong conversational Spanish required
- Two or more years of experience in organizing residents, families and/or organizations; experience working in Southeast Baltimore and surrounding vicinity preferred
- Experience completing or applying a community resource and needs assessment; experience working with schools preferred
- Ability to maintain confidentiality, manage multiple priorities, and project a professional image to external contacts
- Energetic and comfortable working among diverse communities; high degree of effective customer service skills; field instruction experience preferred
- Self-directed, anticipating opportunities and challenges before they arise and proactively tackling those issues with minimal supervision; exercise considerable initiative, discretion and judgment in executing the functions of the job
- Must be able to effectively manage stressful situations in a calm and professional manner
- Strong ability to problem solve and work as part of a team