Community School Coordinator

The new ESEA legislation emphasizes coordination of public and private programs at the school site. This is the work of a Community School Coordinator. This person also reduces the burden of management on the principal. Title I could be a long term funding source for these positions.

The Chicago Public Schools recently created a position in its personnel structure for a Community Resource Coordinator so that its principals know that using Title I funds for this purpose is acceptable. Below is a copy of the job description provided by the Chicago Public Schools.

Position Description: Community Resource Coordinator
Salary Range: $31,000 -- $36,000 salary plus benefits

Job Description:
To assist teachers, school staff, LSC members, parents, community members, and students in improving student achievement by:
1.) recruiting and coordinating the activities of individuals and organizations willing to offer programs and services at the school to meet the need of student, families, and community members.
2.) implementing strategies to strengthen these relationships
3.) help children succeed

Desirable Minimum Qualifications:
- High School Diploma or GED. Some college preferred
- 3 years experience working with children and/or adults in a nonprofit social service or community development organization
- Ability to understand and interpret the policies, procedures, and general organizational structure of the Chicago Public schools
- Excellent verbal and written communication skills
- Ability to keep accurate records and prepare reports
- Available to work a flexible schedule that includes evenings and some weekends
- Valid driver's license and access to an automobile on a regular basis

Examples of Duties:
Leadership

- Organize and staff an oversight Committee (to include representatives of the school, at least one nonprofit partner, and parents)
- Insure that the oversight committee meets regularly to be certain that identified needs are being addressed
- Organize and oversee a community resource and needs assessment process

http://communityschools.org/CCSDocuments/crc.html 10/20/2009
• Seek input from teachers, school staff, LSC members, parents, and students to determine ongoing needs of students and families

**Implementation**

• Identify and recruit people and organizations willing to offer programs and services for students and families at the school or to assist with operations
• Negotiate agreements with people and organizations who provide services
• Work with the Oversight Committee to determine hours of operation, security and child care needs
• Develop, maintain, and publicize a schedule of programs and activities offered at the school
• Coordinate and monitor programs and activities
• Implement and maintain a process that encourages referrals to programs and services offered at the school; provides timely feedback to those who make referrals; and alerts the Oversight Committee to the need for programs not already offered
• Facilitate cross-referral of students and families between service providers
• Facilitate ongoing communication between service providers, teachers, parents and students
• Evaluate and make recommendations of programs to the Oversight Committee
• At the principal's request, oversee janitorial and security staff responsible for ensuring that facilities are clean and safe for participants

**Administration**

• Oversee payroll for program
• Purchase/order materials and supplies
• Maintain accurate accounting records
• Make regular reports to the Oversight Committee

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