



## 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

- 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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