MNPS POSITION DESCRIPTION
TITLE: Community Achieves Program Coordinator
Updated: February 2012

Salary Grade and Range
12-Month MNPS Administrative Salary

Reports To
Assistant Superintendent of Student Services

General Description
The Community Achieves Program Coordinator is responsible for the implementation, supervision, and coordination of community partnerships, programs, and services developed to promote and sustain community engagement in support of targeted schools and communities.

Primary Duties
This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Coordinates the development and implementation of the Community Achieves strategic plan that reflects the alignment of services and programs in five key areas: Extended Learning, Parent and Family Engagement, Health and Wellness, Social Services and Adult Learning.

Establish and promote community partner engagement within the District, Community Based Organizations, governmental entities, foundations, universities, families, and school in support of student, family, and community success.

Alignment of student support services based on the academic and socio-emotional needs of students, families and schools. Work in conjunction with school staff to increase the capacity of each school to provide opportunities that promote the positive development of youth and families, and the improved academic performance of students.

Ensure that all Community School programs and services are of high quality and fully integrated and aligned with the mission and goals of individual school and Metropolitan Nashville Public Schools.

Foster change in large, complex organizational systems, educational reform processes, and school-based partnerships.

Develop and maintain data-driven standards to qualitatively and
quantitatively measure and assess the programs, services, and community resources in MNPS Community Schools.

Maintain ongoing communication and collaboration with other MNPS departments that support student learning; such as, Leadership and Learning, Gifted and Talented, Exceptional Education, English Language Learners, Assessment and Evaluation, and Small Learning Communities, and any other department or agency that has the capacity to support students.

Serve as a representative of Metropolitan Nashville Public Schools for community and school events that support or promote the Community Achieves educational support initiative.

Qualifications/
Prior Experience

- Master’s Degree in Education, Public Administration, Social Work, or related field.
- Minimum of five years of experience in program development, implementation, evaluation and support.
- Experience in leading new initiatives in the area of education, public administration, community development, or related field.
- Familiarity and prior experience working with business leaders and organization from governmental, for profit and non-profit agencies.
- Proven commitment to school success, student achievement, and positive child, youth and family development.
- Excellent written and verbal communication skills, along with the capacity to cultivate positive relationships with school administrators, community leaders, and additional stakeholders across the community.