

Name: _____

School: _____

SUPERINTENDENT'S ZONE COMMUNITY SCHOOL COORDINATOR RESPONSIBILITIES: PLANNING & PRIORITY SETTING 2010-2011

Major Areas of Responsibility

- I. **Introduction Activities:** Introduce community school model and Coordinator to the greater school community; establish relationships, responsibilities and priorities that will facilitate success.

- II. **Leadership:** Coordinators reduce the burden of management on the principal, working in close partnership but freeing principals to focus on their role as the instructional leaders and catalysts for change.
 - Leadership Team and Committees
 - Community School Advisory Committee
 - Needs Assessment and Mapping
 - Evaluation

- III. **Partnership Development:** In collaboration with Zone and District leadership, establish and implement protocols to manage and maintain quality, deep and focused partnerships such that everyone on the school site is working towards common goals for student success and wellness.
 - Coordination and Shared Vision
 - CBO, Post-Secondary and Business Partnerships
 - Other Resource Development

- IV. **Student & Family Support Service Design & Coordination** Coordinate, connect and support the people and programs - external and internal - related to student and family support (i.e. expanded learning: behavioral health; and family engagement and support) to each other and to the core mission and priorities of the school and students.
 - Comprehensive Behavioral Health Approach
 - Expanded Learning
 - Family Engagement and Support

- V. **Zone Responsibilities:** Participate in a learning community, facilitate strong communication and professional accountability.

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This document delineates the areas of responsibility for Community School Coordinators. This tool can be used for planning and setting priorities with school leadership, supervisors and coaches, as well as to self-assess and track progress of activities. The Zone, in partnership with New Day for Learning, will provide professional development opportunities to support Coordinators in their work.

<u>Purpose:</u> Introduce community school model and Coordinator to the greater school community; establish relationships, responsibilities and priorities that will facilitate success.		
I. Introduction	Activities	Notes
a. Site Introduction	<ul style="list-style-type: none"> • Meet with Administrator <ul style="list-style-type: none"> ➢ Review job description/areas of support ➢ Discuss site needs • Set weekly schedule and provide copy to site <i>and</i> Zone (core operating hours, Friday cohort meeting, comp time) • Set up time/place to meet school staff (i.e. staff meeting) • Write introduction letter 	
b. School Partnerships	<ul style="list-style-type: none"> • Assess current status of school partnerships: <ul style="list-style-type: none"> ➢ Internal and external ➢ SIG consultants ➢ Collect K-Resos, site agreements, MOUs, etc. • Set up meetings with all current partners • Visit onsite programs, e.g. afterschool, family literacy 	
c. Background Documents for Priority Setting	<ul style="list-style-type: none"> • Review School Site Balance Score Card • Review School Improvement Grant • Collaborate with on-site administration and leadership team to identify priorities for Spring 2011 • Develop workplan based on priorities; update ongoing basis 	

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II. Leadership	Activities	Notes
a. Leadership Committees	<ul style="list-style-type: none"> • Attend Leadership Team meetings • Work with Administration to identify other leadership meetings to attend, and type of support to provide • Research best practices to inform school improvement on agreed upon priority areas 	
b. Community School Governance	<ul style="list-style-type: none"> • Support Principal with School Site Council & ELAC meetings • <i>(Beginning Fall 2011, facilitate and staff site-based Community School Advisory Committee)</i> 	
c. Needs Assessment	<ul style="list-style-type: none"> • Assess and map school’s needs & strengths annually (tools will be ready end of march) • Facilitation examination of the needs assessment with stakeholders to identify gaps and priorities • Summarize and report results for school planning processes, e.g. BSC, SSC, Zone-wide mapping, etc. 	
d. Staff Meeting Updates	<ul style="list-style-type: none"> • Collaborate with Administration to ensure time slot on the staff meeting agenda to give updates on Community School activities 	
e. Participate in Evaluation	<ul style="list-style-type: none"> • Track services and coordination (measures TBD) • Attend evaluation planning meetings as necessary, e.g. SIG Evaluation workgroup, DataDirector and SchoolLoop trainings • Participate in conferences, meetings, etc. to share best practices/lessons learned to inform site-level improvement and the expansion of community schools 	

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III. Partnership Development	Activities	Notes
a. Coordination and Shared Vision	<ul style="list-style-type: none">• Convene monthly meeting(s) of all partners and providers• Facilitate development of definition of both school and student success that is shared by a majority of those within our schools and their communities• Facilitate communication among various groups in the school community• Coordinate use of space & troubleshoot facilities issues for community partners• Develop and maintain master calendar	
b. Community Based Organizations (CBO) Outreach	<ul style="list-style-type: none">• Act as point person for new/potential partnerships; in instances where there are already established point people for a specific type of partnership (e.g. Wellness Coordinator, CHOW), liaise with that person to ensure integration of partners• Build relationships with neighborhood library, recreation centers, health centers, community-based organizations, police department, and other agencies, organizations and groups that can build partnerships with the schools.• Establish and maintain collaborative partnerships with CBOs to address unmet needs	
c. Post-Secondary Institutions	<ul style="list-style-type: none">• Act as point person for new/potential partnerships• Establish and maintain collaborative partnerships to address	

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III. Partnership Development	Activities	Notes
d. Business Community	unmet needs	
e. Manage Site Agreements & MOU	<ul style="list-style-type: none">• Collect and organize all MOUs/Site Agreements for on-site services, contracted and voluntary.• Ensure agreements are revisited every year, with clear priorities and shared accountability.• Implement CBO evaluation / alignment tools as developed.	
f. Resource Development	<ul style="list-style-type: none">• Help identify and solicit resources to address unmet needs of the school.	
g. Zone-wide CBO meetings	<ul style="list-style-type: none">• Participate in Zone-wide CBO meetings, as organized by the Director of Community and Family Outreach• Attend community-based CBO/Collaborative meetings at least quarterly to represent the schools and to facilitate communication	

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IV. Student & Family Support Service Design & Coordination	Activities	Notes
a. School Wide Climate and Behavioral Support Activities	<ul style="list-style-type: none">• Work with the Student Support Services personnel (LSP, Wellness Coordinator, CHOW, nurse, etc.) to ensure the ongoing implementation of a comprehensive approach to behavioral health, ranging from coaching teachers to crisis intervention. This can include:<ul style="list-style-type: none">○ Ensure there is an effective referral process for student and family support services○ Ensure process for identifying and tracking high need students○ Promote and support schoolwide climate efforts, e.g., conflict mediation programs, lunch time activities, curriculum○ Assist with implementation of climate curriculum/efforts by providing professional development, modeling, presentations, workshops, family nights, etc. to all members of the school community, including teachers, staff, parents and partners• <i>(See also extended day)</i>	
b. Student Support Services Committees	<ul style="list-style-type: none">• Provide guidance and resources as needed and appropriate to committees, including: SAP/COST/CARE, SART, SST• Actively participate in routine meetings and support on-going improvement• Provide follow-up on assigned action items	

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IV. Student & Family Support Service Design & Coordination	Activities	Notes
c. Extended Day / After School Program	<ul style="list-style-type: none"> • Support partner selection & assessment process • Support implementation of Extended Day • Support integration of EDP into vision, priorities, planning and operations of school day; facilitate joint planning & PD; support access and/or training on school-day curricula and interventions • Work closely with school and EDP staff to select/recruit students for EDP 	
d. Summer Learning Program	<ul style="list-style-type: none"> • Support planning with school and CBOs • Provide onsite support and oversight, as needed 	
e. Family Engagement & Leadership	<p><i>In development with Office of School-Family Partnership</i></p> <ul style="list-style-type: none"> • Support planning/implementation of parent night/events involving parents 	
f. Family Support	<p><i>In development with Office of School-Family Partnership</i></p> <ul style="list-style-type: none"> • Provide resources and information to parents • Support Parent Liaison in developing family support system, e.g. workshop series, guest speakers, referrals 	

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V. Zone Responsibilities	Activities	Evidence
a. Cohort Meeting Attendance	<ul style="list-style-type: none">• Attend weekly cohort meeting• Participate in individual supervision and coaching	
b. Communication and Reporting	<ul style="list-style-type: none">• Check email daily• Read school bulletin/memo (daily or weekly)• Call school site and Zone supervisor to report sick time• Sign-in daily and submit timesheets bi-weekly• Complete weekly update and other reports as required• Provide End of Year Report to site Administrator and Zone team	
c. Increase Knowledge & Skills Related to Job Responsibilities	<ul style="list-style-type: none">• Attend professional development• Identify one leadership skill to strengthen during the year	

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