



1404 COBURG COMMUNITY SCHOOL COORDINATOR

Classification Summary

Facilitate the activities detailed in the grant, coordinate communication and planning between school, community members, staff, students, businesses and the media. Organize and facilitate community and school activities contributing to community participation in the School District and school affairs. Perform other related work as required.

Distinguishing Characteristics

The Community School Programs Coordinator classification is distinguished by the major responsibility for developing and planning programs which involve and integrate communities in the affairs of school and meet the needs and interests of community members.

Supervisory Relationships

Reports to a Building Administrator. Meet periodically with, and be accountable to, the Board of Directors composed of Coburg Stakeholders. Oversee and coordinate the work of community school assistants, evening building supervisors, work study students, and volunteer who provide assistance in the implementations of programs.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Assess community needs by developing, conducting and analyzing surveys.
2. Recruit and work with advisory committee(s) to plan community school programs and events; publicize and structure programs, and evaluate program effectiveness.
3. Coordinate programs and work cooperatively with community agencies, groups, governmental agencies, and other schools.
4. Recruit and place volunteers; organize community support for curriculum activities.
5. Monitor the community school budget and report to Board of Directors as requested.
6. Ensure that the use of District facilities for community use comply with policies and program objectives. Authorize building use by groups and schedule events. Determine fees to be assessed and accounted for if applicable.

Required Knowledge, Skills and Abilities

1. Connection with and knowledge of Coburg community, of human service practices and techniques in developing community involvement.
2. Organizational skills in program planning, community participation, program integration and activity priorities.
3. Some knowledge of education program or curriculum planning.
4. Knowledge of the principles and practices of public relations, community development, and communications.
5. Flexibility and willingness to work variable hours as needed.
6. Interpersonal communication skills and ability to communicate effectively both verbally and in writing.
7. Ability to work harmoniously with staff, students, administrators, and other members or groups of the community.
8. Ability to work independent of direct supervision and exercise judgment pertaining to program objectives and end results sought.

Minimum Qualifications for Class Entry

1. Familiarity with community members and resources of both the community and the district.

2. Graduation from a four year college or university with major course work in public relations, community or human services, public administration, or related field; or
3. Graduation from a two year college with major coursework in media, communications, community service or related field, and one year of experience in community or human services or related field, or
4. Satisfactory combination of experience and education, including three years of experience in community or human services which may be substituted for the two year college degree.

Work Environment

Incumbents work in an office and community environment.