

TITLE: COMMUNITY SCHOOL COORDINATOR
SECTION: Community Schools
REPORTS TO: Assistant Superintendent

#141

SUMMARY

Under the general direction of the Assistant Superintendent and in consultation with school administration, the Community School Coordinator, administers community programs, services and special events; provides leadership and supervision for day-to-day activities with a focus on student learning and engagement. The coordinator uses strong interpersonal and relationship skills to build capacity and community with students, families, staff and citizens to enhance student achievement through a variety of programming and community connections.

DUTIES

1. Committed to community education philosophy and collaboration with the community to identify needs and priorities.
 2. Develops, plans, promotes and implements community school activities within the zonal model.
 3. Develops, coordinates and/or implements workshops and various curricular enhancements.
 4. Supports and coordinates district comprehensive school initiatives e.g. fine arts activities, physical movement, swim to survive, etc.
 5. Liaises with other agencies and community non-profits to garner, build and promote strong school connectedness.
 6. Recruits, trains and supervises volunteers, mentors and practicum students.
 7. Ensures appropriate maintenance and security systems are in place for the use of school and community facilities during community school-sponsored activities.
 8. Researches, accesses and utilizes community resources and facilities as appropriate.
 9. Maintains the community school's budget, financial records, billing and collection of fees.
 10. Prepares reports as requested.
 11. Prepares and administer grants, organizes fund-raising activities and solicit and manage donations.
 12. Provides transportation for students as required.
 13. May on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
 - Successful completion of a Bachelor's degree in a related field or the equivalent combination of training and related experience.
 - One year of recent related work experience within a three year period.
 - Demonstrated ability to establish and maintain respect of students, parents, staff and community members
 - Extensive knowledge of school, community and other related resources available for community programming
 - Excellent leadership, interpersonal and communication skills
 - Awareness of the need to maintain confidentiality of sensitive information seen or heard and understanding of ethical behaviour
 - Demonstrated ability to maintain budgets and accurate records.
 - Ability to perform duties effectively under pressure and to meet deadlines with minimal supervision
 - Ability to operate standard office equipment, including a personal computer.
 - Valid BC Class 5 Driver's License
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