

Pierce Joint Unified School District Job Description

JOB TITLE: Community School Director

SALARY SCHEDULE: Classified Management

REPORTS TO: Superintendent

BOARD APPROVED: 5/18/2023

SUMMARY: Under the general direction of the Superintendent, the Community School Director plans, directs, and supervises the Community School program. The Community School Director will coordinate programming during and beyond the school day and year for students, families and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and provide direction and support for the Community School programs.
- Conduct a needs assessment by working with school administrators, teachers, partner agencies, parents and students to identify barriers to learning, available resources, and gaps in services.
- Work with school site leadership team to analyze data from needs and assets assessment
- Develops, implements, and coordinates all student services developed under the California Community Schools Partnership Program (CCSPP) grant and other grants.
- Develop the continuum of services for the students, families and community members within the school neighborhood
- Coordinate programming during and beyond the school day and year for students, families and the community
- Coordinate trainings and professional development for school staff to support implementation of the community school model
- Identify, engage, and recruit partners to offer programs and services for students and families based on the community's needs assessment. Develop administrative agreements/MOUs with partners to provide services.
- Track the effectiveness of interventions and supports in collaboration with school site team.
- Perform required data collection and evaluation; prepare and present written and oral reports to district and partners
- Approves expenditures and monitors budgets to ensure that approved expenses are in compliance with grant funding requirements and local, state, and federal regulations.
- Designs and implements learning opportunities for parents and staff for the purpose of enhancing home-school communication and collaboration
- Serves on a variety of committees for the purpose of assisting and/or presenting up-to-date information regarding student support and family involvement programs
- Compiles and analyzes data from a variety of sources for the purpose of developing and/or evaluating programs and/or complying with financial, legal, and/or administrative requirements, and recommends program enhancements and changes to improve student outcomes and opportunities.
- Leads team operations, and performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

- Participates in and/or facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Develop and maintain systems of accountability in monitoring budget, reporting, and other required program elements.
- Perform other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS:

- Knowledge of Community resources.
- Knowledge of Federal, State, and district rules and regulations.
- Skilled in Windows Suite or Google Suite
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Excellent interpersonal and communication skills (verbal and written) including active listening.
- Ability to collect, interpret and analyze data from a variety of sources, evaluate that data and make recommendations based on evaluation.
- Ability to write grants.
- Ability to work independently and without direct supervision.
- Ability to meet schedules and timelines.
- Ability to work effectively with administrators, staff, parents and the community
- Maintain a safe environment to essential duties.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in education, social work, health, psychology or related field from an accredited college or university. Master's degree preferred. A minimum of three years' experience coordinating comprehensive program activities is required. Bilingual skills in English/Spanish preferred. Must possess a valid California driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.