Job Description
Closing Date: Until Filled

Position Title: Community School Coordinator (Harrison Park in Grand Rapids Public)

Reports to: Principal and Community School Coordinator Team Lead

Supervises: None

Start Date: To be determined

Status: Full-time, year-round

FLSA Status: Exempt

Compensation: $34,000 - $38,000 annually with benefits

Typical Work Schedule: Monday-Friday, 8 am-4 pm

Position Summary:
The Community School Coordinator is responsible for the implementation, integration, alignment, and coordination of the community school strategy through relationship building and linking community partnerships to the school. The Coordinator will work directly with families, staff, and community partners, identifying barriers that limit student success, and will develop strategies and supports to improve attendance, reduce behavior incidents, promote family engagement, and increase graduation rates.

In this position, the Coordinator is accountable to the leadership at KSSN, as well as the school principal. Therefore, the planning and alignment of all programs, services, and opportunities must be conducted in collaboration with both school leadership and KSSN, and in accordance with the Community School Standards.

Primary Responsibilities:
1. Meet on a regular basis with the school principal and other key staff to implement and review a menu of needs-driven high-quality programs and services for the student body to succeed and assist in the identification of students and families to support them with: human services, behavioral health services, medical health services, college and career readiness, employment, and youth development.
2. Advise the principal on how to integrate partners and community members into school governance structures (i.e. School Leadership, School Safety, Instruction, and Attendance teams).
3. Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders.
4. Implement Community School Standards.
6. Build on community strengths and prioritize diversity, equity, and inclusion.
7. Convene a Community School Leadership Team, a coordinating body co-led by the principal and coordinator, and which may be comprised of administrators, teachers, support service staff, partners, parents, and others to identify needs, set priorities, and coordinate the strategy.
8. Handle high-level, complex cases and situations, and provide time-limited case management as needed.
9. Identify, recruit and connect local supports to meet the various needs of the students and their families.
Serve as a primary advocate for appropriate access to the school for human services, behavioral health services, and medical health services.
10. Ensure access to the school, as well as appropriate space within the school, for KSSN activities that occur before and after the school day.
11. Actively promote improved communication regarding human services, behavioral health, and medical health services between the students, parents, principal, teachers, staff, and KSSN providers.
12. Advocate on the behalf of student and family needs with human service, behavioral health, and medical health providers.
13. Engage families and work with staff to create a school culture where family engagement is valued and embedded in policy and practice.
14. Participate in all meetings and professional development activities associated with the KSSN community schools’ initiative as required.
15. Solicit feedback from students, families, school staff, and partners. Prepare and submit intervention data on a monthly basis using the KSSN portal and complete all other requested paperwork and reports in a timely manner.
16. Other duties as assigned.

Working Conditions:
Ability to work in stressful environment. Frequent telephone and computer use. Use of manual dexterity required for writing and computer use. Sitting for extended periods of time. Must be able to lift up to 40 pounds. Independently mobile with the possibility of climbing stairs. Specific vision abilities required by the job include close vision, distance vision, and ability to adjust focus. Must be able to travel moderate distances by automobile. Reasonable accommodations will be made to enable individuals with disabilities to perform essential tasks. Generous paid time off (PTO) is provided.

Skills and Abilities:
- Strong service and support orientation towards schools and school communities.
- Ability to communicate effectively with a variety of audiences. Exceptional verbal and written skills.
• Ability to work with a diverse group of people. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics. Social-justice oriented and an advocate for diversity, equity, and inclusion.
• Willingness to learn and adapt during new and shifting program and priorities with a “can-do” solutions-oriented approach to learning and problem solving.
• Ability to work with school, human service, behavioral health and medical health personnel.
• Ability to understand and work effectively within the dynamics of various agencies, public schools, and others.
• Basic knowledge of child development, behavioral health, and medical health assessment.
• Extensive knowledge of community resources.
• Excellent organization and time management skills with impeccable attention to detail.
• Ability to work with minimal supervision outside of formalized, central office setting.
• Knowledge of basic computing platforms (word processing, spreadsheets, internet, e-mail, databases).
• Valid driver’s license, good driving record, and adequate insurance with a car available at all times.
• Available to work occasional evenings and weekends.

Type of Education Required:
• B.A. or B.S.

Type of Experience Required:
• 3-5 years within a human service, behavioral health, education, or other related field.
• Experience working with children, youth, families, and diverse populations.
• Familiarity with schools, non-profit organizations, and community-school partnerships preferred.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Interested candidates to send cover letter, resume, and completed application to info@kentssn.org

KSSN application can be found on our website at https://www.kentssn.org/who-we-are/employment/.