

Hobbs Municipal Schools Job Description

Position: Community Schools Coordinator

Supervisor: Superintendent, Assistant Superintendents

General Job Description: To perform such duties as delegated the Superintendent or Assistant Superintendents of Schools. The Community Schools coordinator will work jointly with school leadership to develop and implement the Community Schools Grant.

Qualifications:

1. Bachelor's degree preferred.
2. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate with all stakeholders.
4. Take initiative in coordinating and conducting stakeholder meetings with staff, parents, and community members.
5. Demonstrate an understanding of the dynamics of the educational organization.
6. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
7. Comply with all School Board policies and administrative regulations.
8. Comply with the Code of Ethical Responsibility of the Education Profession.
9. Confer and work with school principals, teachers, school counselors, and other professional staff, as well as parents and other concerned individuals regarding problems affecting the students' progress and achievements, behavior, personal well-being or other school related problems they may be experiencing.
10. Assist in the interpretation of school and program policies, regulations, or activities to the students, parents, and community.
11. Work with parents, the school district, and social agencies committed to the welfare of the students.
12. Develop rapport with students, parents, school officials, and community in the interest of promoting the Community School model.
13. Deal appropriately with information that is confidential regarding personnel, parents, and community issues.
14. Be able to utilize current technology for communication, documentation, data gathering and dissemination, and reporting.
15. Develop and implement the Community Schools Grant.
16. Design and implement a thorough asset map and needs assessment as detailed by the Community Schools guidelines.
17. Create and present information gathered from multiple sources in order to plan and implement an effective Community School.
18. Develop community and school based leadership teams to guide the Community Schools work.
19. Be responsible for all reports and other paperwork as may be required.
20. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Coordinate the completion, submission and progress of the Community Schools Grant.
2. Support assigned administrative personnel for the purpose of providing assistance with their administrative functions.
3. Utilize multiple resources to gather pertinent data for implementing the Community Schools Grant.

4. Facilitate outreach to low income communities, community leaders, and organizations for the purpose of developing resources and building partnerships with community members.
5. Maintain a variety of manual and electronic files and/or records for the purpose of providing required information and/or documentation.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Safety and Health Requirements:

Blood borne Pathogens Standard Training
Child Abuse/Substance Abuse Workshop

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.

Contract renewal contingent upon award of Community Schools Implementation Grant