



NEW: Submitted:
08/18/2021 08/17/2021

JOB TITLE:	COORDINATOR PARTNERSHIP STUDENT LEARNING CENTER
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibilities, under the direction of the designated supervisor, for establishing, developing, and maintaining partnerships with community agencies and organizations in order to strengthen and carry out the work of the Student Learning Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively with Student Learning Center Staff in assessing needs and then working within the community to meet identified needs

Organizes and leads mentorship programs for the Student Learning Center by developing and fostering community, and District partnerships

Develops and maintains a system which tracks effectiveness/progress of mentorship for students and for mentors

Provides leadership for the development and execution of an ongoing recruitment plan for different programs and services at the Student Learning Center

Coordinates with appropriate school, District, and community partners to ensure comprehensive service delivery which meets the needs of students served

Provides resources and referrals to students, families, and staff

Maintains active involvement with community services and acts as a liaison to business and community resources

Performs record-keeping and internal and external reporting tasks in a timely and objective manner

Increases knowledge in culturally responsive practices and utilizes these practices when working with students

Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits

Adheres to all District and professional ethical guidelines and standards

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience with business/community agencies/resources

Successful experience working with children, youth, and adults from diverse backgrounds

Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in human services related field
Training in social work
Experience in a diverse workplace