



NEW: Submitted:  
09/27/2023 09/26/2023

JOB TITLE:	COORDINATOR FULL-SERVICE COMMUNITY SCHOOLS
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of Full-Service Community Schools' projects, programs, or activities. Supports the work of the Choice Zone.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to full-service community schools grant deliverables and objectives at district level

Oversees current and additional pipeline services at participating schools

Ensures collaboration with families, students, teachers, FRYSC Coordinators, and community leaders to inform fullservice community school plan development

Collaborates with FRYSC in participating schools to build community capacity to enhance services, including policy alignment, financial support, and needs assessment

Provides participating FRYSC Coordinators with leadership opportunities at district level

Prepares and/or assists in preparation or reports, records and other documentation as required by grant

Accumulates and researches data, documents, and other pertinent information as required by grant

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers, or assists with training opportunities as appropriate

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 being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience with business/community agencies/resources

Successful leadership experience

Successful experience working with youth and adults from diverse backgrounds

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's Degree in human services related field

Training in counseling social work

Experience as a school administrator and/or FRYSC