

**Job Description- Community School Coordinator**

**Position Title:** Community School Coordinator

**Location:** Multiple Positions Available-Holland Middle School (Holland Public Schools) and Hamilton Middle School (Hamilton Community Schools)

**Start Date:** To Be Determined

**Reports to:**  School Principal and OCSN Assistant Director and Director

**Supervises:** None

**Status:** Full-time, year-round

**FLSA Status:** Exempt

**Compensation:** Salary with benefits

**Position Summary:**

The Ottawa Community Schools Network (OCSN) Community School Coordinator is responsible for the implementation, integration, alignment, and coordination of the community school strategy through relationship building and linking community resources to the school. The coordinator will work directly with students, school staff, and families, identifying barriers that limit student success, and will develop strategies and resources to improve attendance, reduce behavior incidents, promote family and community engagement, and increase student achievement.

**Type of Education Required:**

* Required: B.A., B.S., B.S.W
* Preferred: Master’s degree in social work or related field- LLMSW, LMSW, LLP, TLLP, LLPC, or LPC

**Type of Experience Required:**

* Employment experience: 3-5 years within a human service, behavioral health, education, or other related field.
* Familiarity with schools, non-profit organizations, and community-school partnerships preferred.
* Ability to understand and work effectively within the dynamics of various agencies, public schools, and others.

**Skills and Abilities:**

* Spanish speaking preferred.
* Basic knowledge of child development, behavioral health, and medical health assessment.
* Experience networking and creating community partnerships.
* Direct experience working with children, youth, and families of diverse populations. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics. Social-justice oriented and an advocate for inclusivity.
* Strong collaborative, problem-solving, and organizational skills.
* Positive and ‘can do’ attitude that can tolerate a high level of frustration.
* Ability to communicate effectively with a variety of audiences. Excellent communication skills (verbal, nonverbal, written).
* Excellent organization and time management skills.
* Knowledge of basic computing platforms (word processing, spreadsheets, Internet, email, 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.

**Primary Responsibilities:**

1. Meet on a regular basis with the school principal and other key school staff to review resources needed for the student body to succeed, and assist in the identification of students in need of human resources, behavioral health services, medical health services, and youth development services.
2. Implement the Community School Standards.
3. Conduct screenings and assessments to determine needs of the child/adolescent in order to appropriately connect him/her to Behavioral Health Services.
4. Work with school leadership to maintain a focus on results and to track progress.
5. Organize and oversee assets and needs assessments, and seek input from teachers, school staff, parents, and students to determine ongoing needs of students and families.
6. Serve as a point person for agencies and programs interested in partnering with the school, and help to broker new partnerships that are aligned with school goals and needs.
7. Develop strong relationships with teachers, parents, and students.
8. Convene a Community School Leadership Team, a coordinating body that is co-led by the principal and coordinator, and which may be composed of administrator, teachers, support service staff, community partners, parents, and others to identify needs, set priorities, and coordinate the strategy.
9. Participate in all meetings and professional development activities associated with the OCSN community school's initiative as required. (ex- PBIS, Child Study, School Improvement)
10. Solicit feedback from students, families, school staff and partners. Prepare and submit intervention data on a monthly basis, and complete all requested paperwork and reports in a timely manner.
11. Actively promote improved communication regarding human services, behavioral health, and medical health services between the parents, principal, teachers, staff, and OCSN partners.
12. Advocate on the behalf of student and family needs with human service, behavioral health, and medical health providers.
13. Build on community strengths and embrace diversity and inclusion.
14. Other duties as assigned.

**Working Conditions:**

Ability to work in a 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. 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 should send cover letter, resume, and completed application to [ocsnadmin@oaisd.org](mailto:ocsnadmin@oaisd.org)