

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: COMMUNITY SCHOOLS PROGRAM LEAD

SALARY: RANGE 36 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the site principal or other administrator, oversees the day-to-day operations of the California Community Schools Partnership Program (CCSPP) Grant facilitating access to community resources and school and district supports. The Lead will manage students and families who have been referred through the Multi-Tiered Systems of Support (MTSS) process. The Lead will connect families and students to outside community partnerships and facilitate access and any support necessary. This position will also assist with any data submission necessary for grant purposes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The Community Schools Program Lead will support the site administrator with management of the grant and assist with grant writing, monitoring data entry, analyzing the data and connecting home to Community Based Organizations.

The Community Schools Program Lead is part of a specially-funded program combining educational support and social services to support families and early intervention.

Collaborates with the Multilingual Learner Coordinator to conduct ongoing needs assessment in order to identify gaps in programs and services.

Analyzes data from needs assessment to cultivate new partnerships that address service gaps.

Establishes systems to manage and sustain quality partnerships, including facilitating regular meetings and planning sessions, as well as collaboratively addressing and resolving issues related to service delivery, access, and coordination.

Develops, manages, and sustains partnerships with city, county and non-profit agencies to provide supports and opportunities to students and families that meet their identified needs.

Serves as the point person for agencies and programs interested in partnering with the school and helps to broker new partnerships that are aligned with school goals and needs.

Attends and assists Coordination of Services Team (COST) meetings with providers and school administration to make sure services are being provided in a successful and efficient manner.

Monitors achievement of California Community Schools Partnership Program (CCSPP) project outcome goals and objectives.

Responsible for all CCSPP administrative tasks (site-level), including designing systems, record keeping and report writing, and submission to both internal and external stakeholders.

Community Schools Program Lead – Continued

Facilitates data and information sharing between the school and agencies, in accordance with state and federal law.

Supports the site administrator in the writing of grants and developing other resources to increase and sustain program services.

Works with school staff and administration to integrate academic and non-academic supports.

Performs other related duties as assigned that support the basic function of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Programs aimed at improving attendance and achievement with low-income, immigrant and other potentially “at risk” students and families
- ▶ Subjects taught in the school, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual studies, as needed
- ▶ Record keeping and case management processes
- ▶ Using computers to record information and send communications
- ▶ Interpersonal skills to work productively and cooperatively with teachers, students and parents in informal and formal settings, exercising patience when conveying information, and demonstrating sensitivity to the special needs of students
- ▶ Community development and supporting students and families
- ▶ Spanish language for both speaking and writing, including providing translation and interpretation services

ABILITY TO:

- ▶ Assist in program planning and implementation, including small and large collaborative meeting facilitation, problem-solving and team building
- ▶ Work with public school systems, including the development of community schools and the creation and facilitation of community partnerships
- ▶ Demonstrate success in program planning/management activities furthering school success, student achievement, and positive child, youth and family development

EDUCATION AND EXPERIENCE

Bachelor’s degree in social work, education, or related field; three (3) years of experience (additional experience may substitute for formal degree); Bilingual English/Spanish.

OTHER REQUIREMENTS:

- ▶ Valid CA Driver’s License
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

Community Schools Program Lead – Continued

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment
- ▶ Constant interruptions
- ▶ Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended periods of time
- ▶ Bending, crouching, kneeling and stooping to reach materials
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies

POTENTIAL HAZARDS:

- ▶ Driving a vehicle during adverse weather conditions

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.