



Fort Sage Unified School District

100 D.S. Hall Street

P.O. Box 35

Herlong, CA 96113

(530) 827-2101 Fax (530) 827-3239

Bryan Young, Superintendent

Crystal Jones, Executive Secretary

COMMUNITY SCHOOLS COORDINATOR (GRANT FUNDED, CLASSIFIED, NON-REPRESENTED)

RESPONSIBLE TO: Superintendent

ESSENTIAL FUNCTIONS: Under the direction of the Superintendent, the Community Schools Coordinator will serve as the lead for the Fort Sage School District Community School Grant Planning. The Community School Coordinator is responsible for the planning and implementation of the FSUSD community school strategic planning. The coordinator will work with the district and community partners to develop a community asset map and needs assessment as well as plan for programs and activities on the school campuses within the district to support students and their families. Support is to be provided in the areas of emotional, social, academic and health needs. This includes, but is not limited to, family support, after school programs, health insurance, early intervention and prevention, adult education, social emotional learning and academic support. In addition, the Community School Coordinator will support community school development planning, provide planning services/support in the implementation of the Community School Grant and write implementation grants.

A community school is defined as a “whole-child” school improvement strategy where local education agencies work closely with teachers, parents, students, staff and families. Community Schools partner with community agencies and local governments to align resources to improve student outcomes. The Community Schools have four key pillars (1) Integrated Support Services; (2) Family and Community Engagement; (3) Collaborative Leadership and Decision Making; (4) Expanded/Extended Learning Time and Opportunities.

QUALIFICATIONS:

- Bachelors Degree in education, social work, health or related field. Master’s Degree desirable.
- Experience coordinating comprehensive program activities in a school/academic setting is preferred.
- Bilingual preferred.
- Valid Class C Driver’s License.
- Fingerprint Clearance.
- TB Clearance.

RESPONSIBILITIES:

Knowledge of:

- Administrative, program development and grant writing skills.
- Research methods and report writing techniques.
- State and federal programs.
- Program and budget administration experience preferred.
- State Department of Education policies and regulations.
- State Education Codes.
- Community Resources.

- Basic English usage, punctuation, spelling and grammar.

Ability to:

- Market a school, write grants and fundraise.
- Build and lead high-functioning teams and facilitate groups.
- Collect, interpret and analyze data from a variety of sources, evaluate data and make recommendations.
- Travel to school sites within the district and within Lassen County.
- Work some evening and weekends.
- Establish cooperative working relationships.
- Meet the public in situations requiring tact, diplomacy and poise.
- Exceptional time management skills.
- Work independently with minimal supervision.
- Coordinate and conduct workshops, conferences and meetings.
- Communicate effectively to the district and its staff to keep current on program effectiveness and progress.

WORK DAY: 8 hours/day, 12 months per year. Some nights and weekends with prior approval.

PAY:

- \$60,000 - \$80,000 DOE. Grant Funded Salary Schedule. Starting Salary to be no higher than step 3 without highly desirable qualifications and Superintendent's approval.
- Holidays per district calendar.
- Health and Wellness Benefits for employee and family.

PHYSICAL REQUIREMENTS:

- Ability to stand and sit for extended periods of time.
- Ability to bend, stoop, push and pull.
- Ability to communicate orally so that others can understand.
- Ability to move about an office space in a safe manner.
- Ability to see in order to drive in the course of district business.
- Ability to hear and understand speech at normal volume levels.
- Ability to use significant finger dexterity.

WORK LOCATION: Most of the essential functions will be performed on site at the district office and within the Herlong/Doyle Community. However, the job requires traveling to outside areas within the county. With prior approval the position may allow for a hybrid work week.

TO APPLY: Complete a district application at www.fortsage.org
Submit application, resume and 3 professional references to:

Fort Sage Unified School District, P.O. Box 35/100 D.S. Hall Street, Herlong, CA 96113
530-827-3910

**EQUAL OPPORTUNITY EMPLOYER
BACKGROUND INVESTIGATIONS WILL BE CONDUCTED**