

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
June 2014

SECTION I: GENERAL INFORMATION

Position Title: Community School Coordinator	Department: Community Services Division
Immediate Supervisor's Position Title: Director of Community Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-1	Bargaining Unit: Community Services and Other Coordinators
Job Summary: Under the general direction of the Community Services Director, the Community School Coordinator is responsible for overseeing, implementing, coordinating and evaluating the Community School programming taking place at Greenvale Park Elementary.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Plans, schedules, implements and evaluates aspects of the Community School
Percent of Time:	60	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Ensures use of best practices in community school programming for children, youth and adults. • Collaborates with a variety of community organizations to deliver programming. • Evaluates program effectiveness and participant satisfaction. Provides program and participant data to the Community Services Director and the Community School Advisory Council. • Markets and promotes Community School activities and opportunities with Greenvale Park students and the Greenvale Park community. • Attends meetings of the Community School Advisory Council. • Assists and makes recommendations concerning fiscal needs and requirements for Community School programming, activities and initiatives. • Develops after school and evening programming, including non-school day programming. • Communicates, collaborates and problem solves with administrators, district personnel, parents, community members and the Community school Advisory Council regarding student, staff and/or program issues. • Tracks required data for community school funders and partners. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Oversees after school and evening program instructors and volunteers.
Percent of Time:	30	

Tasks involved in fulfilling above duty/responsibility:

- Recruits, trains, monitors and evaluates after school and evening program instructors;
- Recruits, trains, monitors and evaluates after school and evening program volunteers.
- Develops instructor meetings, trainings and workshops when necessary
- Develops, maintains and updates a manual for Community School staff and volunteers.
- Collaborates with community groups, associations, organizations and volunteers regarding Community School programming, programming needs, operations or other relevant issues pertaining to the Community School.
- Facilitates background checks with Human Resource Department.

Duty/Responsibility No:	3	Statement of duty/responsibility: Performs other comparable duties of like or similar nature as assigned.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Bachelor's Degree	
High school diploma or GED.				Major field of study or degree emphasis: Youth/child development, education or a related field	
1 year college		2 years college			
3 years college	x	4 years college			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of afterschool curriculum implementation • Appropriate techniques and practices for after school programming • Fundamentals of supervision and supervisory techniques • Understanding of the community school philosophy 	
2nd year graduate level					
Doctorate level					

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE	Skilled in: <ul style="list-style-type: none"> • Knowledge of afterschool curriculum implementation • Appropriate techniques and practices for after school programming
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WORK	<ul style="list-style-type: none"> • Fundamentals of supervision and supervisory techniques • Understanding of the community school philosophy • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department. • Using computers and related software applications and general office equipment. • Communication, interpersonal skills as applied to interaction with co-workers, supervisors and the general public. • Experience building collaborations and developing partnerships. • Experience recruiting, managing and supporting staff and volunteers.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
After school and evening programming staff	
TOTAL	25

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Volunteer staff	Total: 50-75
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
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Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			

Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	X			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.