



CONTENT COORDINATOR – COMMUNITY SCHOOLS SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

POSITION SUMMARY:

Collaborates, coordinates, and facilitates the development of Community Schools coordinating integration of site, district, county, and state resources to recognize and respond to the structural inequities that exist in our highest need schools, and ensure that each child receives what they need to develop to their full academic and social potential in a family centered, equity driven hub, strengthened by community partnerships and comprehensive wrap around services.

ESSENTIAL FUNCTIONS:

1. Works in partnership with the district and site leadership teams, governance, the community, families, and agencies to assess assets and needs, ensure efficient coordination of student and family support services.
2. Plans, organizes, and facilitates increased understanding and collective leadership for Community Schools, including professional learning, workshops, communications, publications, and events.
3. Plans, organizes, and assists with facilitating a county Community of Practice (CoP), including district, school, and community partners, to engage in asset mapping, gap analysis, professional learning, and action planning to ensure a coherent implementation of Community Schools and wrap around services for all students.
4. Engages and supports LEAs to develop a strategic action plan, aligned to the assessed assets and needs, that effectively leverages school, district and grant resources to achieve measurable goals that directly increase access, opportunity and outcomes for students. Supports LEAs to identify specific actions that will create the conditions necessary for success, in alignment with the Community Schools Initiative Standards.
5. Engages and supports each Community School to evaluate and expand extended learning, enrichment and parent/family programs and services that align to the strengths, interests and needs of all children and families, including before/after school, evening, weekend, and intersession opportunities. Ensures that each program provides high-quality enrichment, aligned to the interests of the students, and academic intervention that yields measurable outcomes.
6. Ensures compliance with District, State, Federal and County Office regulations, policies, and procedures.
7. Travel to attend meetings, trainings, and other professional events.
8. Monitor and report on budgets, contracts, and agreements for service and accountability.

9. Represent the office of the Kern County Superintendent of Schools at professional meetings throughout the county and state.
10. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Demonstrate personal characteristics that are conducive to good communication and self-management.
2. Proven ability to lead and work effectively with diverse groups and individuals.
3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development.
3. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.
4. Ability to analyze and evaluate instructional programs, including the effective use of data, data analysis, and data visualization.
5. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently in a fast-paced environment with flexibility.
6. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
7. Ability to effectively structure, organize, systematize and complete tasks and activities.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold or be eligible for a valid Administrative Services Credential. If eligible, candidate will need to provide evidence of being enrolled in a program.
2. Must hold appropriate California Teaching or Pupil Personnel Services (PPS) Credential (s).
3. Master's or doctorate degree required.

B. Experience:

1. Successful experience in classroom teaching and/or service utilizing the PPS Credential.
2. Successful experience in a leadership role at a school site and/or district office.
3. Successful experience in developing, implementing, and evaluating educational programs.
4. Successful experience in coordinating and conducting professional development activities.

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Formerly Coordinator III – Community Schools Support 2024