



POSITION DESCRIPTION

Title: Community School Coordinator	
Department: Wellness & Engagement	FLSA Classification: Non-Exempt
Bargaining Unit : Supervisory & Unrepresented Employees	Work Year: 11 Months
Reports to: Wellness & Engagement Department and/or Director of Mental Health & Community School Development	Board Approval Date: 9/10/2025

Salary Grade: Supervisory and Unrepresented Salary Schedule, Range 125

Position Summary

The Community School Coordinator serves as the key liaison between the school, families, and community to implement the California Community School Model. This position is responsible for coordinating and facilitating comprehensive support services, community partnerships, and engagement strategies that address the academic, social, emotional, and physical needs of students and families. The coordinator works collaboratively with school staff, community partners, and families to create a thriving school community that serves as a hub for comprehensive services and support.

Essential Functions

Community Partnerships & Resource Development

- Identify, develop, and maintain strategic partnerships with community organizations, healthcare providers, mental health agencies, and social service providers
- Coordinate wraparound services including health and social services, mental health supports, and basic needs assistance
- Facilitate agreements and MOUs with community partners to ensure sustainable service delivery
- Connect families to external resources and support services based on individual needs
- Maintain a comprehensive resource directory for students, families, and school staff

Family & Community Engagement

- Design and implement culturally responsive family engagement strategies that build authentic relationships
- Coordinate family education programs, workshops, and support groups
- Facilitate regular family forums and community meetings to gather input and feedback
- Support families in navigating school systems and accessing available resources
- Organize community events that strengthen school-community connections

- Ensure communication materials are accessible in multiple languages as needed

Student Support & Case Management

- Collaborate with school counselors, social workers, and administration to identify students and families needing additional support
- Provide direct support and case management for students and families facing barriers that impact their ability to engage with the school community.
- Coordinate with Tiered Intervention Teams to address chronic absenteeism through targeted interventions
- Support implementation of restorative justice practices and positive behavioral interventions
- Connect students to mentoring programs, leadership opportunities, and enrichment activities

Extended Learning & Enrichment

- Coordinate after-school, weekend, and summer learning programs aligned with school goals
- Develop and oversee youth development programs that build leadership skills and civic engagement
- Partner with community organizations to provide arts, recreation, and cultural enrichment opportunities
- Support academic intervention programs and tutoring services
- Facilitate service learning and community engagement projects for students

Collaborative Leadership & Planning

- Participate in school leadership teams and collaborative decision-making processes
- Facilitate Community School Site Teams including diverse stakeholder representation
- Support data collection and analysis to inform community school programming
- Contribute to school improvement planning with community school lens
- Coordinate with district-level community school initiatives and professional development

Program Coordination & Administration

- Develop, implement, and evaluate community school programming based on school needs assessment
- Maintain accurate records and documentation of services provided and partnerships established
- Prepare reports on program outcomes, partnership effectiveness, and student/family engagement
- Manage program budgets and resources in collaboration with school administration
- Ensure compliance with grant requirements, reporting, and district policies

Required Qualifications

- Bachelor's degree
- Minimum 2 years experience in education, social services, or community development
- Demonstrated experience in community outreach, partnership development, or family engagement
- Knowledge of trauma-informed practices and culturally responsive approaches
- Bilingual Spanish/English preferred
- Strong communication, interpersonal, and relationship-building skills

- Ability to work collaboratively with diverse stakeholders
- Experience with case management or wraparound service coordination preferred

Preferred Qualifications

- Experience working in K-12 education settings
- Knowledge of California Community School Model and frameworks
- Experience with grant-funded programs and reporting requirements
- Familiarity with Sonoma County community resources and service providers
- Experience facilitating groups and community meetings

Key Competencies

- Cultural humility and responsiveness to diverse communities
- Systems thinking and ability to see connections across services and supports
- Problem-solving and creative thinking to address complex challenges
- Data-driven decision making and continuous improvement mindset
- Flexibility and adaptability in dynamic school environments
- Professional boundaries while building authentic relationships
- Advocacy skills for students, families, and community needs

Working Conditions

- Full-time position during regular school year with potential summer programming
- Primarily school-based with regular community meetings and home visits as needed
- May require evening and weekend hours for community events and family engagement
- Travel within Santa Rosa and surrounding areas to attend meetings and events
- Ability to lift materials and supplies as needed for programming

Equal Opportunity

Santa Rosa City Schools is an equal opportunity employer committed to creating an inclusive environment for all employees and students.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor surfaces
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yelling, screaming
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking				X	
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing		X			
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.