POSITION ANNOUNCEMENT:
Community School Coordinator, K-8 School
Jersey City, New Jersey

Who We Are
Center for Supportive Schools is a fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. Founded in 1979, we are a national organization currently impacting 65,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating. For more information, please visit www.supportiveschools.org.

About Community Schools
Community Schools offer a holistic approach toward improving academic performance driven by strong, collaborative partnerships among principals, parents, teachers, and many other organizations. In Community Schools, parents are active partners in their children’s education. Each student is connected to a mentor, club, and/or social service. The school climate is joyful and positive. Extended school days or weekend classes are commonplace. An integral part of this approach is the blending of school- and community-based services into the school day, including health, mental health, counseling, and academic enrichment.

In Jersey City, the Community School Strategy provides an integrated focus on academics, health and mental health services, social services, afterschool and summer enrichment activities, expanded learning opportunities, positive youth development, and family and community supports. This approach fosters the School as a Community, the School in the Community, and the Community in the School for the children and families of Jersey City Community Schools. In addition, the Community School strategy strives to create a school community where:

- each child is strongly connected with at least one peer and at least one caring school-based adult;
- each family is connected to the school community, and participates in and takes leadership in partnering with the school to provide their student(s) with an outstanding education;
- all students and families benefit from comprehensive expanded learning and enrichment activities such as a variety of opportunities for social, emotional, cultural, and academic enrichment;
- all students and families benefit from appropriate health and social services offerings; and
- decisions are made based on robust data collection and analyses.

Every school... safe, supportive, engaging, and inspiring.
Who You Are
You are passionate about working with schools to build their capacity to offer effective programs to positively impact our youth. You have extensive knowledge of and experience working with public schools in New Jersey. You are a leader who has a track record of effectively leading internal and external teams. You bring a wealth of skills and experiences while also identifying yourself as a lifelong learner who is regularly seeking opportunities to grow your skills. You crave opportunities to be reflective about your practice and look forward to receiving feedback to support your continued growth.

You are a thoughtful planner and communicator and strive for excellence in all that you do. You are also highly adaptable and ready to do work in ways that work best for the schools you serve. You find energy in working directly with schools and collaborating with colleagues in service of implementing and advancing best practices. You are comfortable with and skilled at working in diverse school settings; with students, family members, teachers, principals, and other school staff. You thrive in an environment where collaborating with colleagues is valued and also thrive working independently. You are highly emotionally intelligent.

You excel at managing administrative aspects of many different programs at once with an exceptional level of detail. You implement different strategies for collecting data from schools and are not afraid to be persistent, while always maintaining a customer service mindset. You have a systems-oriented mindset and are always looking for ways to continually improve your practices, the practices of your team, and the practices of the organization you work for to better serve both the organization and clients’ needs.

You care deeply about creating a more just society and believe that improving schools is fundamental to that effort. You are committed to diversity, inclusion, and equity. More than anything else, you want to make a difference.

The Role
As the full-time Community School Coordinator, you will be responsible for the day-to-day management of a community school strategy. The Community School Coordinator will be responsible for building and maintaining relationships with administration, faculty, staff, students, and parents/caregivers as the “community organizer” of the schools and community. The Community School Coordinator will create, strengthen, and maintain the bridge between the schools and overall community. The Community School Coordinator will facilitate and provide leadership for the collaborative process and development of a continuum of services for children, families, and community members within the school neighborhood. The Community School Coordinator will assist the school in developing implementation action plans, troubleshooting implementation obstacles, and planning for sustainability. They will track the school’s progress against performance goals, collect school data, and support program evaluation activities. Additional responsibilities include managing community partnerships and facilitating at School Leadership Team (SLT) and Community School Advisory Board meetings. Initially, the Community School Coordinator will support establishing and implementing a community school strategy. Over time, they may support any or all of CSS’s leadership solutions that may be implemented at the school. The Community School Coordinator will ensure that the community school strategy is implemented at exceptional levels of quality with full support, buy-in, and regular communication with stakeholders across the school community.

What You’ll Do
Community Leadership and Needs Asset Assessment
• Build and maintain relationships with administration, faculty, staff, students, parents, and community partners in the school community
• Organize and expand upon the membership of the School Leadership Team (SLT) and Community School Advisory Board to include diverse school community stakeholders

• Facilitate regular meetings of the School Leadership Team (SLT) and Community School Advisory Board, ensuring the participation of diverse stakeholders and voices and regular, positive communication within the team. Work with the SLT and Community School Advisory Board may also include establishing and facilitating working groups to address specific community school strategy components, such as communication, evaluation, and/or after-school programming as well as hosting monthly forums for ongoing collaboration with members of the community, including parent leaders, school-based organizations and partnering organizations.

• Conduct a structured needs assessment process, including: reviewing school and student-level data; conducting focus groups with students, faculty, staff, administrators, and community partners; reviewing, analyzing and/or conducting school climate and culture survey

• Conduct a community asset assessment to identify viable partnerships that can meet the needs of students and families of the school’s community, including developing metrics for partnership evaluation and success

• Develop, maintain, and publicize a schedule of programs and activities offered the school

• Develop and implement ongoing structures for communication and engagement to elicit input from teachers, school staff, community members, parents, and students to determine ongoing needs of students and families

• Coordinate, plan, and facilitate on-site technical assistance meetings with administrators, faculty, and staff to plan for specific program implementations, problem-solve implementation obstacles, and ensure program sustainability

**Partnership Recruitment and Management**

• Recruit, manage, and oversee all school-based programming partners, including partnership agreements, communication with teaching artists and program leads, trainings for teachers, daily support for classes, curriculum development, classroom observation feedback, recruitment, and retention support

• Manage the implementation of partnerships and programming that support students including Restorative Justice, mental health services and others as needed including attendance tracking, collecting data and reporting

• Serve as a point person for agencies and programs interested in partnering with the school, and help to broker new partnerships that are aligned with school goals and needs.

• Coordinate, plan, and facilitate meetings with administrators, faculty, and staff to plan for specific program implementations, problem-solve implementation obstacles, and ensure program sustainability

• Collect and monitor program implementation data and student data for each partnership and initiative implemented

**Mental Health Services Coordination**

• Identify and coordinate the implementation of mental health services, including vision screenings, peer health education services, and others as needed

**Attendance Improvement**

• Facilitate monthly meetings (focused on attendance data analysis and action plan implementation) and mange school culture initiatives and incentives

• Identify needs of chronically absent students, apply interventions, and track and monitor impact of interventions on a weekly basis

• Oversee implementation of a school-wide mentoring initiative and participate in mentorship initiatives
School Culture

- Proactively foster strong school culture through school-based initiatives that celebrate an inclusive environment
- Create/build and foster relationships with community partners that can offer opportunities for students
- Assess student and staff challenges and develop, design, and facilitate professional development workshops for teachers to address needs

Family Engagement and Empowerment

- In partnership with Parent Council President, cultivate strong relationships with families and encourage family involvement
- Provide services, resources, and connections to students and families based on need (e.g. organizing family literacy workshops, managing/organizing the community closet, organizing Parent Teacher Conferences and Family Night, etc.)
- Engage with and support the Parent Council as well as the SLT (School Leadership Team), including assisting in coordinating and attending meetings, bringing in outside resources and workshops, and facilitating when needed

Other

- Facilitate at training conferences, as needed
- Other responsibilities, as needed

What You’ve Done

Education: You’ve earned a bachelor’s degree and have experience working in public education in New Jersey public schools.

Professional Experiences and Personal Qualities/Skills:
You likely have demonstrated extensive knowledge of and experience working in New Jersey public schools; exceptional abilities to problem solve, plan, and prioritize; a “roll-up-your-sleeves” entrepreneurial, startup attitude; knowledge of and experience working in education reform and student support services; proven ability to work in a fast-paced environment managing multiple projects; and demonstrated high level interpersonal and cross-cultural skills, including the ability to build relationships internally and externally and to manage effective teams.

In addition, you have likely had the following experiences and have demonstrated the following attributes:

- Ability to work effectively with school-aged youth, educators, families, and communities from a wide range of cultural, social, and economic backgrounds
- Experience managing afterschool programs and partnerships
- Excellent listening, writing, and speaking skills
- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- Ability to gather, analyze, synthesize, and communicate information from various sources, including data management
- Strong public speaking and group facilitation skills
- Knowledgeable in issues related to high schools and education reform
- Knowledgeable in student support services
- Ability to obtain and utilize student and school data to drive decisions
- Demonstrated ability to work independently and collaboratively
• Flexibility, resourcefulness, and willingness to work evenings and weekends when required for successful and timely completion of projects
• Ability to use discretion and judgment in handling confidential and sensitive information
• Knowledge of and an enthusiastic commitment to the organization’s mission, solutions, and offerings
• Experience with school-based program evaluation
• Connections with community-based organizations and experience facilitating partnerships with these organizations
• Experience working in school-based settings, with knowledge about tenets of community organizing, student support services, and youth development theories
• Ability to work collaboratively, with strong relationship building skills
• Program implementation experience preferred
• Knowledgeable in technology
• Remarkable references

**Location**
The Community School Coordinator will be based at a Jersey City partner school in Jersey City, New Jersey. Occasional travel to CSS’s main office, located in Princeton, New Jersey, will be necessary.

**Schedule, Salary, and Benefits**
The anticipated starting date for this position is September 2020. The salary is competitive and based upon experience. CSS offers a comprehensive and competitive benefits plan, including health, dental, and vision.

**To Apply**
Interested applicants are requested to *apply immediately* by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. People of color are strongly encouraged to apply. Jersey City Board of Education fingerprinting and background clearances will be required.

*Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS’s Equal Employment Opportunity and Affirmative Action related policies are available upon request.*