



## **Community School Site Coordinator**

Heartland Lakes Community School exists to empower scholars to bravely live their truth, become wise stewards of the land and water, and to ignite lasting curiosity that leads to positive change in their school, their community, the world and themselves.

The Community School Site Coordinator (CSSC) will be responsible for planning, evaluating, and carrying out community outreach.

Organization: Heartland Lakes Community School

Position Title: Full-Service Community School Site Coordinator

Immediate Supervisor: HLCS School Director

### **Essential Duties and Responsibilities**

#### **Leadership**

- Support the alignment and successful implementation of Full-Service Community Schools
- In partnership with the school director, recruit and hire staff, provide training, supervision, and evaluation of staff.

#### **Programming**

- Coordinate and supervise Out-of-School Time (OST) programming and services provided by the Collaborative and community agency partners on-site.
- Work with members of the Site Leadership Team to provide publicity and promotion of the site's events and programs, the Community Schools model, and all events and programs.
- Partner with site staff to identify opportunities for Community School programming to integrate, support, and reinforce teaching and learning during the school day.
- Research, analyze, and synthesize relevant data to provide suggestions for programmatic decisions maintaining a lens for access, equity, and increasing student achievement.

#### **School Attendance**

- Assist in gathering information, clarifying challenges, and developing solutions related to attendance, including information about home language and culture; parent perceptions of the child's needs, development, and health; and the student's relationships and functioning in the school community.

#### **Collaboration**

- Coordinate Site Team and Service Provider meetings.
- Participate in community committees and meetings that increase community engagement efforts.
- Participate as a key member of the school faculty and staff team. This includes serving on relevant committees (School Improvement Team, Attendance, Parent Advisory Board, etc) and supporting the School Director with their strategic vision for their school.

- Establish, maintain, and expand connections with community and other like-minded organizations, individuals and agencies.
- Coordinate outreach to develop volunteer and community agency support.
- Organize and Coordinate Neighborhood Advisory Groups
- Conduct ongoing resource-mapping and needs assessments.

#### **Other**

- Attend meetings and professional development as required.
- Other duties as assigned related to advancing the vision and mission of Heartland Lakes Community School.

#### **Minimum Qualifications**

- Bachelor's Degree and/or commensurate experience in education, human service, or related field
- 3 years experience working with youth and/families and/or community-building organizations
- Experience coordinating and serving on collaborative teams

#### **Essential Skills Required to Perform the Work**

- Ability to relate with youth.
- Ability to effectively supervise staff and youth.
- Planning, coordinating, and supervising a system of youth programs and services.
- Ability to relate and communicate effectively with people of diverse cultural, ethnic, and socioeconomic backgrounds.
- Ability to understand and work with various community agencies and their delivery systems, including schools, country, state, and social services agencies.
- Possess a high level of interpersonal skills.
- Ability to prioritize work and manage multiple tasks with efficiency.
- Ability to structure and manage responsibilities independently with minimal direct supervision.
- Possess a systems approach with the ability to make connections and align services to better support student learning and engagement.
- Ability to ignite and support change, encouraging leaders to be open to new approaches to collaboration with the goal of achieving improved outcomes.
- Strong oral and written communication skills.

#### **Application**

To apply for this position, send your resume, cover letter, list of 3 references, and documentation of licensure credentials to [lauraseter@heartlandlakescs.org](mailto:lauraseter@heartlandlakescs.org). Position will be open until filled.

Please include a response to the following question in your cover letter: How do you see the HLCS Mission statement in your philosophy and current or future practices?