

North Monterey County Unified School District
**COORDINATOR FOR COMMUNICATION, OUTREACH
AND COMMUNITY PARTNERSHIPS**

CLASSIFICATION: Classified Management-Coordinator
SALARY LEVEL: Grade 2
WORK YEAR: 225 Days

DEFINITION:

Under the direction of the Superintendent or designee, the Coordinator for Communication, Outreach and Community Partnerships will provide, facilitate, implement and coordinate community outreach and partnerships, programs, and services within the framework of the North Monterey County Community Alliance Cradle to Career Strategic Plan; collaborate with school site administrators, and community service organizations to ensure parents, students, and the community at large have access to North Monterey County Community-Schools programs. In addition, collect, analyze, monitor and leverage relevant data and other resources to ensure alignment, expansion, and improvement of services; organize, staff, and oversee community representative Action Teams or other committees to identify priorities and set goals; and perform other related duties as required. Additionally, the coordinator is responsible for implementing communication systems, procedures, and policies that monitor projects and enhances communications and customer service. The position will be required to work with various community service organizations, students, parents and community members and supervise the communications staff, in addition to providing coordination and leadership for the North Monterey County Community Alliance.

SUPERVISOR: Superintendent or designee

POSITION(S) SUPERVISED: Classified staff assigned

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position.

- Conduct a needs assessment by working with school administrators, teachers, partner agencies, parents and students to identify barriers to learning, available resources, and gaps in services which build upon the collective work done by the NMC Community Alliance.
- Identify, engage, and recruit partners to offer programs and services for students and families based on the NMC schools community needs assessment.
- Develop administrative agreements/MOUs with partners to provide services and resources.
- Develop the continuum of services and related communication structures for the students, families and community members within the NMC schools neighborhoods and gathering places.

- Establish and maintain contact with community agencies, professionals, and organizations to improve relations between the community and NMC schools and encourage future joint ventures; establishes and coordinates the NMC comprehensive community engagement strategy.
- Advocate for students, families and community members and support to improve communication and customer service.
- Communicate all services that are part of NMC community-schools initiative that take place during and beyond the school day. Services include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.
- Promote events and other opportunities for families and teachers to build trusting relationships and partnerships to support student success which are supported by the program administrator for parent engagement.
- Facilitate ongoing communication between teachers, parents, students, volunteers and any other program stakeholders from which priorities are established and outreach/programs are coordinated.
- Work with other program administrators to improve school climate for students, teachers and families as measured through monthly engagement tracking, focus groups and school climate surveys.
- Assist the Administrator for Parent Engagement in promoting the number of formal and informal family and community opportunities to support student learning and enrichment measured by School Site Council/LCAP participation, ELAC/DELAC participation, town hall meetings, workshop attendance and response to surveys.
- Assist directly with communication, information sharing, promoting and referral services to maintain an effective referral process for providing and accessing community resources.
- Develop, maintain, and publicize programs and activities offered at the NMC schools.
- Support efforts to create, strengthen and maintain the bridge between the schools and the community by creating opportunities for shared leadership and trust through the stakeholder groups and Parent/Community Advisory Committee.
- Facilitate and provide leadership through collaboration with partnerships in order to resolve related issues to service delivery, access and coordination.
- Support in shared accountability between partnerships regarding services.
- Assist in creating, promoting trainings, activities, and advertisements for parent workshops.
- Assist in requesting, organizing, and monitoring school-based community services.
- Assist in the communication of educational goals and objectives and the need for participation of parents, community members, and school personnel.
- Assist in meeting with parent groups, school administrators, county officials, and social service providers to provide trainings about developing community partnerships and related programs.
- Represent the NMC schools in events/meetings with the public, community groups and other agencies.
- Participate in the development of NMC Community Alliance goals, objectives, policies and priorities.
- Manage NMC Community Alliance and Communications strategic plans, including budget management, and work to complete quarterly budget and program reporting.
- Work with a team to develop NMC Community-Schools plan grant application, in coordination with Parent/Community Advisory Committee, and within the framework of the NMC Community Alliance Strategic plan.
- Promote and communicate support services, as needed, including expanded and enriched learning time and opportunities (e.g., after-school extended hours, on-site childcare services, health services, counseling services, job and housing assistance, food assistance programs, transportation services, dental and vision support).

- Develop systems and practices necessary to maintain positive outcomes for the NMC Schools, Parent Involvement, and the NMC Community Alliance.
- Complies with NMCUSD Board Policies and Administrative Regulations.

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

- Physical, mental and emotional stability/stamina to perform the duties and responsibilities of the position (some situations are intimidating and potentially dangerous)
- Manual dexterity sufficient to write, use telephone, business machines and operate machinery and equipment, lock and unlock doors, and operate security system
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and/or run
- Physical mobility sufficient to move about the work environment (office, district), drive an automobile, and respond to emergency situations (i.e., assist in physically restraining students engaged in fights and confrontations); physical strength sufficient to lift 25 pounds
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in sociology, public administration, business communications or related field
- Three (3) years of professional experience working with youth and/or adults in schools and/or community development role, such as developing a communications program, interacting and developing partnerships with community groups, working with youth/adults and/or community service agencies.

Knowledge of:

- Planning, organization, coordination and implementation of the community schools program model.
- Federal, State, and County community resource organizations, including agencies funded from government and private sources.
- Communicate effectively, both orally and in writing.
- Principles and practices of outreach, family involvement and youth development.
- Program development and budget administration procedures.
- Community surveys, basic research, analysis methodology, and assessment tools for reporting.
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing
- Strong English oral and written communication skills including spelling, grammar and punctuation

- Modern office practices, procedures and equipment
- Methods and techniques of determining services required for individuals.
- Customer service to include communication techniques and etiquette.
- Applicable Federal, State, and District policies, procedures and regulations. _

Skills and Abilities:

- Plan, organize, coordinate and implement community and school related programs.
- Develop and maintain schedules of programs offered through the NMC Community Schools.
- Support and communicate regarding the implementation and management of community referral systems.
- Demonstrated ability in grassroots community outreach and organizing, and leadership training and experience working with diverse communities.
- Maintain current knowledge of California Community Schools Partnership Program grant rules, regulations, requirements and restricts.
- Identify and broker needs driven State and local resources.
- Create clear, concise, and accurate reports, analyze and maintain records.
- Communicate effectively in English, both orally and in writing.
- Develop, implement, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Exercise sound judgement, flexibility, creativity and sensitivity in response to changing situations and needs.
- Excellent networking, training, communication, and interpersonal skills.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

Licenses and Certifications:

- California Driver’s License with evidence of insurability

Desirable Qualifications:

- Bilingual/Bi-literate in Spanish
- Master’s degree in relevant field
- Experience in a public education environment

Board Approve September 15, 2022