

Granville Central School District

58 Quaker Street, Granville, NY 12832 (518) 642-1051 ext. 1301

VACANCY NOTICE NO. 24-022

March 18, 2024

POSITIONS: **Community Schools Site Coordinator**
(Must take and pass the Civil Service test)

START DATE: ASAP

SALARY: \$60,000-\$72,000 - Based on Experience & Qualifications

APPLICATION DEADLINE: March 29, 2024

CONTACT: Mr. Thomas McGurl
Granville Central School District
58 Quaker Street
Granville, NY 12832
(518) 642-1051 Ext. 1301

Civil Service test for Community Schools Site Coordinator will be scheduled at a date to be determined by Washington County Civil Services.

JOB DESCRIPTION:

The Community Schools Site Coordinator (CSSC) will serve as a liaison between the district staff, faculty, administration, and community. The CSSC will collaborate with the school district and facilitate a connection and communication process that aligns with the districts strategic plan and with local and regional community resources to reduce barriers to student well-being, achievement, and school connectedness. The CSSC will organize and facilitate district/school level meetings and facilitate school and classroom programming and family engagement activities throughout the school district. This position also serves as the primary point of contact for the districts communications strategies as well as facilitator of student programs to support student and community engagement.

TYPICAL WORK ACTIVITIES:

Become familiar with the nature of a Community School. Become familiar with Community Schools policies and procedures. Work with school district staff, including but not limited to district and building administration, guidance, and social work staff, to learn district wide policies and procedures, as well as building specific policies and procedures. Attend school meetings as needed. Become familiar with existing school resources and programs. Attend and complete all trainings and certifications as required by the Community Schools Program. Establish and work with a Community Schools Team to conduct a district Needs Assessment and school climate survey. Responsible for resource mining in the local community; shadowing programs, outreach to organizations, businesses, agencies in community in order to develop relationships and partnerships that can be accessed for the district. Assist in development of a district wide communications program to promote the sharing of information to and from the community. Creation and development of a community resource HUB. Outreach and engagement with the students, staff and or families that are accessing the hub. Responsible for the development and coordination of the district/building team meetings. Implement and facilitate ongoing Site Committees to review and discuss all CS activities. Facilitate minimally 1 program each month; utilizing the data from the Needs Assessment to focus on the identified goals of the school district. Collaborate with providers, family, and school faculty to establish appropriate support networks as needed. Travel between connected district sites, administrative office and/or community locations as designated by the Community Schools Management Team for in person meetings and/or trainings. Coordinate District/Community Wide Programming events. Construct fall and spring newsletters, at a minimum. Work with current staff to ensure robust internet based informational presence to included postings, online informational meetings, posts, and articles. Additional duties assigned as applicable to meet the needs of the district and/or community school initiative.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Establish a work environment that creates positive communication between supervisors and employees and assimilates new employees to the school culture, values, and mission. Ensure compliance with all pertinent government and agency regulations and operating standards, including maintaining all required documentation and applicable databases. Assist with special projects as needed. Certain deadlines and unanticipated developments may require work during evenings, weekends. Ability to quickly address any emergent issues without losing focus on task at hand. The employee frequently is required to stand, walk, and sit. Must be able to sit for long periods of time. Travel may be required. Must have a valid NYS Driver's License. All other duties as assigned.

MINIMUM QUALIFICATIONS: Minimum of a four-year degree with 5-10 years' experience in a human service or communications field. Competencies and experiences necessary include customer service orientation, diplomacy, diversity, flexibility, follow through, informing others, safety orientation, reliability and consistency, written communication and cooperation and teamwork, listening skill, optimism, quality orientation, analytical thinking. Applies and actively shares knowledge, expertise, and best practices with team. Behavior supports the mission, core values and objectives of the district. Displays flexibility and openness in daily work and encourages others to stay open to change and improvement. Accepts and readily adapts to changing priorities, new ideas, strategies, procedures, and methods. Demonstrates and promotes respect toward coworkers and adapts behaviors to work effectively with varying people and situations. Accumulates all relevant information prior to making job-related decisions; presents well-considered alternatives when making recommendations. Makes decisions in a timely manner. Represents the organization and its network of providers by displaying a respectful and caring manner with clients and their families. Complies with quality assurance, OSHA, HIPAA, FERPA (Family Educational Rights and Privacy Act), infection control, safety and other policies set forth.

TO APPLY: Contact the District Office between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or go to the District website, www.granvillecsd.org and download a Support Staff application. Applications and inquiries should be submitted to Mr. Thomas McGurl, Superintendent of Schools. Current employees should submit a letter of interest. The deadline to apply for this position will be March 29, 2024.

The Granville Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, or disability. Present staff members who are interested in applying for the above positions should submit a written statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.