

Sausalito Marin City School District
Classified Management Position Description
Bayside MLK Jr. Academy Community School Manager

Definition:

The Community School Manager is a full-time position designed to lead the development and ongoing maintenance of a community school in the Sausalito Marin City School District. The Community School manager will ensure the establishment of a community school that will bring together and align essential resources to support students and their families in a safe, healthy, and culturally relevant environment, advancing dynamic community partnerships aligned with Local Control and Accountability Plan (LCAP) goals.

Primary Responsibilities:

The Community School Manager will report directly to the Principal and be evaluated annually based on a jointly defined work plan focusing on the activities outlined in the essential duties below. The Community School Manager will also supervise parent support position(s).

The Community School Manager will collaborate with school site staff and community partners to provide essential services to students and families in the District, and will:

- Implement needs-driven, high-quality programs and services in adherence with the community school model, including but not limited to: early childhood programs, expanded learned enrichment opportunities, health services, parent/family engagement, adult education, assistance and intervention targeted to chronically absent students.
- Connect children and families to key services and resources that will foster and ensure student success.
- Implement strategies to strengthen relationships with parents, partners and community members.
- Meet with community partners to identify metrics of success for individual partnerships based on targeted student outcomes.
- Design, create and implement the necessary evaluative tools for the work of the Community School Manager.

Resource Identification/Evaluation

- Create and maintain the Community Partner Database/Community Resource Map.
- Collaborate with school and district administrators to develop and manage a process for identifying priorities.
- Participate with the principal and teachers to understand student needs and gaps by grade level.
- Access, align and match available social service interventions with the identified needs of students to close gaps.
- Vet available resources and services with input from teachers, school staff, community members, parents/guardians, and students.
- Set up and maintain records regarding the activities and work of the Community School Manager.
- Identify and recruit people and organizations willing to offer programs or services for students and families to meet needs that are not yet being met.
- Establish partnerships with people and organizations who provide resources and services
- Conduct annual and ongoing evaluations of partnerships based on community school development goals and LCAP goals.

- Secure programmatic funding and submit grant proposals that will fund identified resources and needs, as well as where appropriate, seek and solicit donations of time, resources and services to support the community school.

Management and Collaboration

- Supervise and coordinate the work of the parent support position(s).
- Facilitate ongoing communication and collaboration between community partners, school and district staff, trustees, students, families, and other community stakeholders.
- In partnership with the principal, organize and facilitate convening of community committees and groups.
- Develop and maintain a schedule of programs and activities offered at the school in alignment with the school's targeted goals by grade level.
- Serve on the School Site Council, ELAC, and DLAC, to ensure alignment with community school goals, objectives, and strategies
- Participate with the instructional coach, teachers, school psychologists and community partners to develop Individual Service Plans for targeted students, including the collection and sharing of data to measure impact of interventions.
- Participate with the principal and the student services teams to support referral processes.
- Participate with the principal and superintendent to manage strategic decision-making processes to support community school development, ensuring that these decisions are informed by community input .

Administration

- Purchase/order materials and supplies.
- Maintain accurate accounting records, reviewed quarterly.
- Maintain and monitor the Community School Manager budget according to plan.

The successful candidate:

- Is a creative, organized and innovative self-starter.
- Has a high degree of cultural awareness and competency in cross-cultural practice with children and families.
- Is an excellent communicator with proven experience in collaborative meeting facilitation, problem solving and teambuilding, with varied cultural, economic and racial populations.
- Is knowledgeable about parameters impacting schools, community schools, and challenges faced by local educators.
- Works with a flexible schedule and is receptive to change.
- Communicates easily with various cultural, economic and racial populations.
- Develops and maintains effective systems to support the community school development process.
- Establishes and maintains cooperative working community school relationships.
- Prioritizes, plans and organizes work and systems toward set objectives with the school principal.
- Maintains and updates professional skills and knowledge.
- Operates a computer and various software applications to achieve targeted objectives.
- Prepares and maintains accurate records and files.
- Responds promptly to community, teacher and principal requests; provides needed information, assistance, training materials and resources.
- Is passionate about community and student services, education and schools.

- Has the ability to negotiate and mediate with students, teachers and parents to attain win-win results.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree or higher preferred, in a related course of study.
- 5 years experience as a community school manager or commensurate level of experience working with children and adults in a non-profit social service or community development organization.
- Experience working with multiple public, private, and non-profit agencies.
- Experience working with students, families, and community members in communities with demographics similar to Marin City.
- Available to work a flexible schedule that includes evenings and some weekends.
- Valid driver's license and access to an automobile on a regular basis.

Knowledge of:

- Modern office practices and procedures.
- Safe work practices.

Communication Skills

- Oral and written communication skills to communicate effectively with school personnel, parents/guardians, students, community groups and the general public demonstrating tact, diplomacy and sensitivity to individual concerns.
- Preference for ability to communicate effectively in Spanish.
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others.
- Maintain confidential data.

Reasoning Ability

- Ability to apply common sense understanding and multiple variables to carry out work.
- Ability to analyze and select from a range of procedures to initiate necessary action.
- Decision-making skills to exercise independent thinking and good judgment.
- Broad-based research skills to identify and collect appropriate data.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk, hear, and see.
- Regularly required to stand, walk, and drive to communicate with partners and families in person.
- Occasionally lift and or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Frequently works with a computer screen for prolonged periods.
- Works with a noise level typical of an open office school-based work environment.
- Works under stressful conditions with numerous interruptions.