

POSITION DESCRIPTION

Position: Community School Coordinator
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Collective Impact
Reports to: Community Collaborations Director (UWSL)
School Principal(s)
uw.org

ORGANIZATION BACKGROUND

United Way of Salt Lake (UWSL) serves individuals and families in Davis, Salt Lake, Summit, and Tooele counties. This four-county area represents approximately 1.4 million people or about 52 percent of Utah's population.

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate multiple programs. The historic “community chest” with a broad charitable mission has transformed into an agent for social change focused on Collective Impact— bringing partners together in new and innovative ways to identify problems and develop lasting solutions.

United Way of Salt Lake houses United Way 2-1-1, a statewide health and human service information phone line, which connects individuals and families to important resources and volunteer opportunities.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. The internal focus continues to be on high-level results – communicating, aligning, and integrating around the organizational goals.

POSITION PURPOSE

The Community School Coordinator is responsible for continued development, implementation, and management of the Community School in each of the four Park City elementary schools. Use data to coordinate and align activities, programs, and services both within the school, and with outside community partners to meet the needs of students and families in the Park City School District.

POSITION OVERVIEW

A Community School is a philosophy, a place, and a set of partnerships between a school and other community resources. Resources are provided to students and families to empower and support parents to be engaged in the education of their children while also addressing barriers to student success in school. The integrated focus on academics, services, supports, and opportunities leads to improved student learning, stronger families, and healthier communities. The Community School Coordinator is charged with staffing the community school's work, managing community partnerships, and integrating them with school academic and support services. The Community School Coordinator reaches out to and engages family members and the community in the school. This individual guides planning based on data, needs, and resource assessments, and facilitates the provision and use of comprehensive services and activities identified as needed at a specific school site. Working with a school and leadership team, the Coordinator facilitates activities within four interlocking community school

practices, as described below: engage, comprehend, coordinate and sustain.

KEY RESPONSIBILITIES

- **Backbone:** The core function of this position is to be the primary organizer of existing and new strategies, programs, resources and ideas to achieve specific academic outcomes for children as well as outcomes in all areas of the Common Agenda as defined by the school and partnership. This position exists to lead and organize long term impact for kids and families.
- **Common Agenda:** Organize around and support existing community level Common Agenda goals. Using existing baseline data about children and families to organize and support the implementation of data-driven, high-quality programs and services that will lead to specific and measureable outcomes. In adherence with the Community School model, programs and strategies may include but are not limited to the following: academic outcomes, early childhood programs, expanded learning and enrichment opportunities, health services, parent/family engagement, adult education, and interventions targeted to chronically absent students.
- **Continuous Improvement Plans:** Align school and community goals into a continuous improvement plan that identifies, recruits, and coordinates extended services at the school to move the needle on community level objectives identified in the Common Agenda. The plan must be built off of the areas identified in the Common Agenda and is to support existing school based goals. It must be guided by data identified through baseline surveys, school data, needs assessments, and resources surveys. Implement approved continuous improvement plan by establishing partnerships, aligning resources, and connecting families and community residents to those resources.
- **Data and Program Alignment:** Coordinate and analyze data and need/resource assessments targeting the school population and community on an ongoing basis. Assist in collecting, evaluating, and reporting out on outcome data of Community School strategies and programs. Utilize data to help facilitate conversations with school staff, community partners, and the leadership team to develop or align evidence-based strategies and interventions. Work in partnership with school principals, the school district, and community partners to implement the Community School model. Under the direction of the principal, integrate partners and community members into school governance structures (i.e., School Leadership, School Safety, Child Study and Attendance teams). Ensure that hours of operation and supervision in the school fulfill the basic principles of the Community School strategy: extended hours, extended relationships, and extended services.
- **Relationships, Communication, & Leadership:** Develop, maintain, and nurture relationships with the school administration, staff, and community partners. Help bridge those relationships across programs and strategies around common agenda goals and specific outcomes. Participate in existing school and community leadership teams. Under the direction of the continuous improvement plan and defined goals and measures, organize and lead additional groups comprised of school administrators, school improvement team members, students, community representatives, and all extended service partners as needed to coordinate service delivery at the school and with school families. Represent the partner school/district in community meetings and events. Participate in training and technical assistance activities offered by United Way, the school district, and other stakeholders.
- **Project Management & Support:** Support additional projects as indicated by the leadership team and that are consistent with Common Agenda goals and continuous improvement plan objectives. Coordinator may also be asked to represent the Community School publicly, reporting on program successes and outcomes. Lead and support UWSL projects and events such as Day of Caring and site-based tours.

POSITION REQUIREMENTS

Qualified candidates will possess and/or be able to develop the following knowledge, skills, and abilities:

- A. Knowledge:** A clear and comprehensive understanding of, and ability to communicate about:
- School operations and community organizations
 - UWSL's vision, purpose, objectives, roles, and "theory of change" (i.e. what we believe will make us successful in achieving our vision)
 - The principles of collective impact (see "*Collective Impact*," Kramer and Kania; *Stanford Social Innovation Review*, Winter 2011)
 - Specific community and neighborhood (including assets, challenges, people, organizations, existing programs and services, etc.)
 - Public, private, non-profit systems
 - Diverse populations, including students, faculty, administration, and community groups
 - How individuals, organizations, and communities change
 - Group process, dynamics, and operations
 - How systems work and can influence each other
- B. Skills:** Advanced skills in the following:
- Meeting facilitation
 - Presentation
 - Communication
 - Follow through
 - Coalition-building / community organizing
 - Multi-tasking
 - Risk-taking
 - Consensus-building
 - Data collection, use, and interpretation
 - Simplification of complex information
- C. Abilities:** Strong capacity in the following areas:
- Adaptive leadership
 - Active listening
 - Relate to youth, parents, staff, educators and the community in general
 - Creativity
 - Solution-oriented mindset
 - Strategic thinking
 - People person
 - Working collaboratively in a team
 - Patience
 - Capacity for decision making
 - Inspire and motivate others
 - Visionary
 - Willing to learn
 - Optimistic realist
 - Flexibility
 - Emotional intelligence
 - Observe, interpret, intervene in the moment
 - Prioritization
 - Humility
 - Apply lessons learned to situations
 - Do work without waiting for others
 - Bilingual in Spanish (preferred)

MINIMUM QUALIFICATIONS

- Bachelor degree in a relevant field (i.e. Social Science, Humanities, etc.)
- Two years' experience working in a community-related field

SALARY INFORMATION

\$38,000 - \$46,000

TO APPLY

Interested applicants should submit a cover letter, resume, and employment application. Employment applications and information about the application process can be found at <http://www.uw.org/about-us/careers/>.