

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

	None	FLSA:	Exempt
JOB CLASS CODE:	9895	WORK YEAR:	184Days
DEPARTMENT:	Assigned School Site	SALARY:	Training Specialist Annual T-A/N20
REPORTS TO:	School Principal and Executive Director of Student Support and Health Services	HR APPROVAL:	11-13-2023
		CABINET APPROVAL :	2-2-2024
		BOARD APPROVAL:	6-20-2024

BASIC FUNCTION:

Under the direction of the site principal and/or designee, the Community Schools Specialist (CSS) is responsible for the, integration, alignment, and coordination of the community school (CS) strategy at the school site level. The District is committed to the Six Pillars and Four Mechanisms of the Community School Strategy as outlined by the National Education Association at www.nea.org/communityschools.

The CSS will facilitate, coordinate, and schedule the Community School Implementation Team (CSIT) including recruiting/training of new members (i.e. students, parents/guardians, school staff, and community partners who are representative of the diversity of the school community).

The CSS will work with the school's inclusive leadership team (CSIT) (and a broad range of school staff, families, administrators, and community partners) to conduct an extensive needs and assets assessment and to develop an

- ” Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders. E
2. Using such data to inform, and implement, strategic plan:
 - ” Build high-functioning problem-solving teams for identified needs. E
 - ” Match students and families with high-quality community partnerships and district resources that meet identified needs and support student achievement. E
 - ” Implement a menu of strategic programs and services according to the priorities identified by the CSIT, in partnership with school staff, students, parents/guardians, and community allies. E
 3. Program coordination and alignment:
 - ” Coordinate community resources serving the school. E
 - ” Ensure the integration and alignment of community and district resources and partnerships to maximally support the goals of the principal, school leadership team, and strategic partners to the fullest extent possible. E
 - ” Coordinate programming related to the community schools strategic plan, during and beyond the school day for students, families and the community. E
 - ” Assist with designing and managing volunteer systems within the school. E
 4. Implementation and monitoring:
 - ” Monitor the effectiveness of interventions and supports in collaboration with school site team (CSIT). E
 - ” Perform required data collection and evaluation; prepare and present written and oral reports to district and partners. E
 5. Community/Family engagement and organizing:
 - ” Coordinate and participate in parent and community engagement initiatives, with a specific focus on engaging families of color and underserved/marginalized families. E
 - ” Serve as a member of site-

Experience coordinating programs, grants, conducting needs/asset assessments is preferred. Experience collecting, analyzing, and presenting information and data to diverse audiences is preferred. Experience building, facilitating, and leading high functioning adult teams is preferred. Bachelor's degree from an accredited university in education, social work, health or related field.

hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift objects.

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