

The Role of a Community School Site Coordinator/Director

The Site Director/Coordinator is employed by the Lead Partner but is accountable to the Principal and community school leadership team. Hiring and termination decisions are made jointly. Principals have final authority concerning who will work in their buildings, but oversight and support of the Coordinator is shared by the LP, the School(s), and other Partners, according to the responsibilities laid out in the document outlining their agreements. The Coordinator's roles and responsibilities may include practices that demonstrate the following four capacities:

Comprehensiveness

- ◆ Guides initial and on-going Needs and Resource Assessment
- ◆ Ensures broad understanding of positive youth development and family strengthening practices
- ◆ Guides high-quality program development and management

Collaboration

- ◆ Leads the CS – carries the collective vision, engages and excites others, ensures that programming supports the vision, outlines the general direction of the partnership
- ◆ Represents his/her CBO's competencies, interests and priorities in the partnership
- ◆ Builds and guides coordinating body of community school
- ◆ Develops strong partnership with principal
- ◆ Serves on leadership teams of school

Coherence

- ◆ Manages programs, as the lead for all partnership activities in the school
 - Monitors program quality, logistical issues, timeliness, etc.
- ◆ Develops procedures and policies as needed
- ◆ Manages staff or leads team of partner staff
- ◆ Manages parent and community volunteers
- ◆ Ensures appropriate "fit" and accountability of programming that is:
 - aligned, in-school and out-of-school
 - developmentally appropriate skill development
 - culturally appropriate and responsive to the populations served

Commitment

- ◆ Informs all stakeholders of nature and scope of the partnership
- ◆ Brokers and tends relationships to strengthen the partnership
- ◆ Builds long-term relationships with community, with "swinging door"
- ◆ Oversees or leads communication and public education about CS
- ◆ Cultivates "champions" among policy- and other leaders
- ◆ Works with Principal, coordinating body and CBO leadership to develop strategic funding plan and implement site-level resource development