POSITION: Community Resource Coordinator

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Regular Full-time

PRIMARY WORK SITE: Community Learning Centers – Ashtabula Area City Schools Campus

GENERAL RESPONSIBILITIES:

To support the district wide community learning center initiative – full service community school consortium where the school serves as a community hub, the Community Resource Coordinator will initiate, facilitate, and maintain programs and strategies that are aligned with the school’s Ohio Improvement Process (OIP), strategic plan, and key standards, as well as the ACCAA Community Needs Assessment. He/she develops, promotes, and furthers the efficient use of community resources to create positive impact and improve the coordination, integration, accessibility, and effectiveness of services for children and families.

SPECIFIC DUTIES AND RESPONSIBILITIES:

COMMUNITY LEARNING CENTER DEVELOPMENT & OPERATIONS:

* Participate as a key leader in the school needs assessment/existing inventory of partnerships process to identify gaps in services for students, family, and community members. Work with Consortium Leadership Team to establish goals for Community Learning Center – Full Services Community Schools.
* Track partner and resource activity in the Community Learning Center – Full Service Community Schools using (Learning Partner Dashboard).
* Prepare monthly reports for submission to school, district, and agency leadership regarding resource activity and progress. Maintain up to date records for all programs.
* Serve as key information contact for non-school day schedule; communicate and coordinate full slate of activities; act as key community contact person for school and their assigned school staff.
* Provide supervision and coordination of programming during and beyond the school day for students, families, and the community during extended daily hours and year long.
* Maintain DEC spaces and resources at all sites in an organized and orderly fashion.
* Perform other duties as specifically related to the mission of the Community Learning Center and ACCAA Youth Services, as assigned by the Director.

PARTNERSHIPS AND SERVICES

* Engage community partnerships that meet critical needs and support student achievement and coordinate all pipeline services and community resources to integrate and align resources to Community Learning Center – Full Service Community Schools goals.
* Maintain agreements for all partners and programs (using Community Learning Center – Full Service Community Schools partnership agreement) and include outcome measurements towards Community Learning Center – Full Service Community Schools goals. Collaborate with the Consortium Leadership Team on monitoring effectiveness of partnerships in measurement of progress against Community Learning Center – Full Service Community Schools goals.
* Coordinate all pipeline services and community resources serving the children, families, and community including tutoring, primary health, mental health, arts, recreation, afterschool, and any other resources identified as partners in the Community Learning Center – Full Service Community Schools per the community engagement process (needs assessment) and district-wide initiatives.
* To the extent practicable, integrate multiple pipeline services into a comprehensive and coordinated continuum to achieve the annual measurable performance objectives and outcomes under section 4625(a)(4)(c) of the ESEA to meet the holistic needs of children.
* Facilitate communication and relationship building with community – building partners, key stakeholders, and volunteers including participation in community groups and/or committees. If applicable, coordinate and integrate services provided by community-based organizations and government agencies with services provided by specialized instructional support personnel.
* Lead partnership meetings to ensure ongoing synergistic, coordinated, and integrated programming working seamlessly with the school staff.

SKILLS AND QUALIFICATIONS:

* This position requires excellent networking, training, time management, communication, and interpersonal skills. Demonstrated ability in grassroots community outreach and organizing, leadership training, and youth development is desired. Good organization/planning, team building, verbal and written communication skills necessary.
* Understanding and knowledge of public schools is helpful. Experience assisting individuals and families of low and moderate income households and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life. Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.
* Bachelor’s degree and/or related training is preferred. Prefer experience in coordinating comprehensive program activities in a school or institutional setting.
* Confidentiality in all aspects of program operation must be maintained.
* Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.
* Must have available and reliable transportation. Must be able to drive to locations, inside and outside the area. Valid driver’s license and automobile insurance required. Driving record must meet agency standards.
* Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy. Must comply with and meet all requirements of the Ashtabula Area City School District.
* All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries, and near injuries to their supervisor.

Effect on End Results:

* Student academic achievement and positive behavior improvements.
* Increased efficacy of the Community Learning Center
* Improve social and economic vitality of the school’s community and the school district.
* Positive and helpful relations with all constituents.

Employee Signature/Date

7/2024