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## JOB DESCRIPTION

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<b>Job Title:</b>	Coordinator Community Schools	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Assistant Director Equity and Community Engagement	<b>Pay Grade:</b>	103
<b>Dept/School:</b>	Equity and Community Engagement	<b>Date Revised:</b>	November 18, 2024

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**Primary Purpose:**

Assist in the coordination and the expansion of the Community Schools model into each zone excellence. Provide operational and mentorship support for department and campus-based staff to facilitate program continuity and continuous improvement.

**Qualifications**

**Education/Certification**

Bachelor’s Degree from an accredited college or university  
Valid Texas Teacher, or Counseling, or Principal certification, or licensed in the State of Texas LBSW

**Special Knowledge/Skills**

- Strong knowledge of non-profit, social services, and the Community Schools model
- Understanding of public Pre-K-12 education
- Ability to network and recruit community partners
- Ability to effectively communicate with stakeholders in multiple languages (*Preferred*)
- Organizational skills for meeting timelines
- Ability to work with District personnel, parents, and community members

**Experience**

Three (3) years’ experience in education and/or non-profit organizations/social services

**Major Responsibilities and Duties**

1. Coordinate the systemically integrated expansion of the community school program throughout the District.
2. Facilitate needs and asset assessments to identify gaps in services and support and build upon existing support systems.
3. Collaborate with school leadership teams, families, and community organizations to connect schools with services to address the identified needs in each school community.
4. Engage community organizations in partnerships that support equity and achievement outcomes.
5. Coach and mentor school-based staff to effectively coordinate the operation of the Community Schools program at multiple sites as assigned.
6. Assist in the planning and delivery of department professional development sessions.
7. Provide excellent customer service while developing and maintaining professional relationships with internal and external stakeholders.
8. Review best practices, and research studies and reports to inform program development.
9. Assist in preparing reports and presentations on the Community Schools program.
10. Attend school and community partnership meetings as assigned.
11. Respond to phone calls, e-mails, letters, and other communications in a timely manner.
12. Maintain a professional level of confidentiality regarding parent and student matters.
13. Perform other duties as assigned by supervisor.



**School/Organizational Climate**

- 14. Develop systems of communication which establish consistent, efficient, and collaborative processes for the provision of support to district and campus staff and teachers.
- 15. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
- 16. Collaborate harmoniously with internal and external stakeholders' others to facilitate systemic coordination of district and community assets in to support the effective operation of the Community Schools program.

**Supervisory Responsibilities**

None

**Equipment Used**

Standard office equipment including personal computers and peripherals, cameras, video recording devices, and desktop publishing software

**Physical and Mental Job Requirements**

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Ability to thrive in constantly changing environments and flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort.

Occasional prolonged and irregular hours, including weekends and evenings. Frequent District-wide travel.

**Terms of Employment**

226 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.



HUMAN  
RESOURCES

EL PASO ISD  
it starts **with us**

127147 Coordinator Community Schools

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.