



Community School Director

The Coalition for Hispanic Family Services is hiring experienced educators and community advocates for the Community School Director position at a High School in Elmhurst, Queens. The Community School Director oversees programming and operations for Community School services and works to maintain a vital partnership with the school community while ensuring all contractual obligations are met.

The ideal candidate has extensive experience in youth and community development, excellent written and verbal communication skills, and the ability to develop supportive relationships with high school youth and their families. Professionalism, organizational skills, and the ability to both accept and deliver feedback are essential. Previous supervisory experience and a knowledge of NYC's community resource networks are required.

Overview:

NYC defines Community Schools as an **equity strategy** to **organize resources** and **share leadership** so that academics, health, youth development, and family empowerment are integrated into the fabric of schools.

NYC Community Schools are grounded in three Beliefs and Mindsets:

1. Children bring their **whole selves** to school and we need a strategy that meets the needs of the **whole child**.
2. Schools are built on **relationships** and we are committed to making sure that all children feel **connected** and experience a sense of **belonging**.
3. All communities and families contain **assets** that should be leveraged for student success.

The Core Outcomes are two-fold. At the *student-level*, community schools aim for increased attendance and student engagement; connectedness to adults; development of social and emotional skills; and improved academic performance. At the *school-level*, community schools aim for improved school culture; more actively engaged families; and seamless service delivery with partner organizations.

Job Summary:

A central component of the Community Schools approach is **the integration and alignment of school- and community-based services**, such as health, mental health, expanded learning opportunities and family empowerment. Critical to ensuring this alignment and coordination is the **Community School Director** (CSD). The CSD sits on the principal's Cabinet and the School Leadership Team.

Job Responsibilities

Collaborative Leadership and Practice:

- Serve as an advisor to the principal, providing leadership for coordinating work of different school partners.
- Sit on the School Leadership Team and Coordinating Council.
- Convene and facilitate Collaborative Planning meetings to ensure partnerships and resources are being used effectively and efficiently.
- Support the development and successful implementation of the school's Community School Plan and its inclusion in the Comprehensive Education Plan (CEP).
- Work with school leadership to maintain a focus on results and track progress.
- Develop strong relationships with parents, students, and teachers, and ensure that all stakeholders understand what a community school is and how it supports student achievement.
- Align programming with the mission and policies of the Coalition for Hispanic Family Services (CHFS) and leverage CHFS's array of services to offer additional resources to students and families.

Expanded Learning Time (ELT):

- Work with SLT, teachers and partner agencies to integrate expanded learning and enrichment activities before, during or after the school day.
- Build relationships and mechanisms to effectively link the school day to expanded learning activities.
- Supervise ELT instructors and ensure that ELT programming is relevant and responsive to students' needs.
- Organize concerts, showcases, and other culminating events in which students present their ELT work to the school community
- Assist the school in identifying outside providers for ELT as necessary.
- Coordinate internships and other college/career readiness opportunities for students.

Attendance Improvement:

- Serve as key member on school's attendance team.
- Assist with data collection and research and prepare relevant data to bring to meetings.
- Help to organize and oversee assets and needs assessment and seek input from teachers, school staff, parents and students to determine ongoing needs of students and families.
- Develop strategies to incentivize consistent attendance and improved academic performance
- Identify high need students, coordinate with teachers to target interventions, and track and monitor impact of interventions.

Family and Community Empowerment:

- Work with Principal, Parent Coordinator, and SLT to create strong school-to-home partnerships and cultivate parents as leaders in the school.
- Support events that promote family and community empowerment.
- Conduct surveys and focus groups to assess community needs on an ongoing basis.

Wellness and Integrated Supports:

- Serve as a point person for coordinating health and mental health services in conjunction with the Office of Community Schools.

- Identify local community resources and broker new partnerships that are aligned with school goals and needs.
- Oversee the training and supervision of 7-10 Youth Success Mentors, who work with high need students to improve attendance and refer to necessary resources.

Promotion and Development

- Promote program activities and highlight student achievements through newsletters and social media.
- Research and procure additional funding opportunities that benefit students and the school community.

Agency Summary: *The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education*

Requirements and Qualifications:

- Bachelor's Degree required, Master's Degree in education, social work, or a related field strongly preferred.
- Bi-lingual Spanish/English skills strongly preferred.
- Ability to work effectively with school aged youth, educators, families and communities from a wide range of cultural, social and economic backgrounds.
- 5+ years experience working in school-based settings, with knowledge about tenets of community organizing, student support services, and youth development theories.
- Ability to work collaboratively, with strong relationship building skills.
- If not a DOE staff person, must have DOE fingerprinting and background clearances.

Schedule and Compensation:

- Position is year-round and begins August 2021.
- Schedule: 35 hours per week. Base schedule is 9am-5pm with morning, evening, and weekend hours as needed depending on program activities.
- Salary range of \$65,000-80,000, commensurate with experience and degree(s) obtained.
- Full benefits include vacation, holidays, sick time, medical (partially sponsored by employer), dental, vision, retirement plan, and flexible spending account.

To apply, please send resume and cover letter to jstanesco@hispanicfamilyservicesny.org. Applications without a cover letter will not be considered.

