

COMMUNITY SCHOOL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position within a school district. The incumbent directs the day-to-day activities related to the programs of a Community Schools initiative. The Community School Administrator will work collaboratively with building principals and advisory committees to implement policies and programs, staff development, fiscal management, and physical facilities related to the Community Schools programs. Work is performed under the general direction of the Executive Director of Community Schools with leeway permitted for the exercise of independent judgement to carry out program objectives. Supervision is exercised over the program staff and clerical support personnel involved in the part-time after/before school and extended year programs.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supports all aspects of the community school initiative which includes the grant proposal process;
2. Interprets and promotes the purpose and scope of the Community Schools program to various community groups;
3. Acts as administrative head of an Advisory Council/Task Force composed of school, community agency and business personnel to conduct research on the needs of community constituents and agencies;
4. Works collaboratively with external agencies to offer them opportunities to utilize the school site;
5. Coordinates extended time programs and acts as overall administrator for the extended day/year programs;
6. Directs and assists with the activities related to Community Schools public relations research and/or needs assessment;
7. Acts as a liaison to the State Education Department, Office of Children and Family Services, and other grantees for matters related to this program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of public administration;
Good knowledge of grant writing and administration;
Good knowledge of the philosophy and goals of community schools;
Good knowledge of public relations to promote programs and act as a spokesperson for community school;
Good knowledge of community service agencies and available community services;
Ability to work effectively with a wide variety of people, including community agencies, professional teaching staff, parents, and public officials;
Ability to prepare and administer budgets;
Ability to communicate effectively both orally and in writing;
Ability to prepare clear and concise written communications;
Ability to solve complex administrative problems;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

COMMUNITY SCHOOL ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Human Services, Education or a related field and one (1) year of post-graduate administrative or management experience in the human services field, which includes grant writing;
- OR: (B) Bachelor's degree in Human Services, Education or a related field and two (2) years of post-graduate administrative or management experience in the human services field, which includes grant writing;
- OR: (C) Bachelor's degree plus four (4) years of post-graduate administrative or management experience in the human services field, which includes grant writing;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

Note: Your degree or college credit must have been awarded by college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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ADOPTED: 05/27/98

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