

# Community Schools Coordinator

*Student U is a nonprofit dedicated to creating a more equitable education system. In addition to serving students and families directly, we work to improve the public education system by sharing successful strategies with schools and educators to build a better future for our youth.*

## ***Building Leaders in Education to Drive Systemic Change***

*We collaborate with schools, educators, and other community partners to share successful practices for creating joyful and equitable learning environments. We're leading the adoption of the full-service community school model across central North Carolina, helping more than 2,250 students thrive.*

## **POSITION OVERVIEW**

[Student U](#) is partnering with leaders across The North Carolina Community Schools Coalition (NCCSC) to expand and implement Full Service Community Schools (FCSCs) in North Carolina over 5 years, from January 2024 - December 2028. Student U is the regional implementation partner tasked with the growth and leadership of community schools in Central North Carolina.

The Community Schools Coordinator (CSC) is responsible for the implementation of the community schools model at the school site. They will be an integrated member of the team, embedded on site. In the first year, they will:

- Develop strong relationships with all members of the school community, including staff, administrators, students, parents, and community partners
- Conduct a thorough needs and assets assessment (ANA) via a listening tour
- Recruit for and launch a School Advisory Board to develop and implement a strategic plan which is responsive to those assets and needs and aligns with the 4 pillars of the Community Schools Model.
- Open a Family Resource Center to provide both material (food, clothing, hygiene) and economic (benefit enrollment and access) support for families.

Over time, the CSC develops and furthers the wisest use of community resources to create optimal impact by enhancing community and individual assets, meeting critical needs, and promoting long-term collective solutions. This position is based in the local school district, with Student U serving as the employer.

## **JOB RESPONSIBILITIES:**

### **Program coordination and alignment:**

- With support from the Associate Director of Student & Family Services, develop and coordinate the Family Resource Center that prioritizes most urgent needs for students and families.
- Match quality community partnerships with school community members, that meet identified needs and support student achievement.
- Ensure the integration and alignment of community resources and partnerships to maximally support the goals of the principal, School Advisory Board, SIT Team, LEA and strategic partners to the fullest extent possible.
- Coordinate expanded and enriched learning programming during and beyond the school day for students, families, and the community.
- Assist with designing and managing volunteer systems within the school. Serve as a liaison between the school and larger community.

### **Data and evaluation:**

- With support from the Associate Director of Family and Community Engagement, coordinate initial deep needs and assets assessment listening tour, and additional ongoing assessments and listening projects, to identify gaps in service for students and families and to identify existing resources in the community to fill those gaps.
- Work with Student U Community Schools staff and the School Advisory Board to analyze data from needs and assets assessment.
- Implement a menu of strategic programs and services according to the priorities identified by the school community, in partnership with school staff, parents and community allies.
- Track the effectiveness of interventions and supports in collaboration with the data teams at Student U, NCCSC, and school.
- Perform required data collection and evaluation; prepare and present written and oral reports to district and partners.

### **Leadership and teamwork:**

- Meet regularly with the Community Schools team at Student U. While this position will report directly to the Associate Director of the Sandhills, they will also engage effectively and routinely with the school principal and other school leadership.
- Be a champion for the Community Schools movement within your school community, advise school leadership on how to integrate diverse community partners, parents, etc. into school governance structures.
- With support from the Associate Director of Family & Community Engagement, establish and facilitate the School Advisory Board. Serve as a key member of the board.

- Participate in targeted professional learning, including Student U and school-based learning, as well as local, state, and national community schools opportunities.
- Represent NCCSC in various public forums as needed and participate in advocacy activities to promote the initiative.
- Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including representing the school in neighborhood groups

#### **REQUIREMENTS AND KEY COMPETENCIES:**

- Understanding of the County community is strongly preferred.
- Bilingual skills in English and Spanish strongly preferred
- Experience coordinating comprehensive program activities in a school/academic setting is required.
- Experience working in a K-12 public-school setting.
- Ability to work within fast-past and data-driven educational environment
- A commitment to the mission and vision of Student U and the Community Schools model, and ability to articulate to various groups of stakeholders.
- Demonstrated ability to collect, interpret and analyze data from a variety of sources, evaluate that data and make recommendations based on evaluation.
- Excellent interpersonal and communication skills (verbal & written), including active listening.
- Demonstrated ability in grassroots community organizing, and leadership identification and development.
- Knowledge of community resources supporting whole-child and family wellness.
- Cultural sensitivity and a demonstrated commitment to equity.
- Demonstrated ability to build trust and effective and collaborative working relationships with a wide variety of stakeholders and people from varied backgrounds (communities of color, low-income communities, speakers of various languages, etc.)
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.
- Awareness of the physical, social, emotional, and academic development of the learner
- Knowledge of political, economic, and social barriers to educational equity
- Skilled in PowerPoint, Excel, Google Docs/Drive, and social media
- Ability to work independently and without close supervision.
- Bachelor's degree in education, social work, health or related field, master's preferred

#### **Anti-Discrimination Policy & Commitment to Equity & Child Safeguarding Policy**

- Student U is committed to fostering an inclusive culture within our organization where people from various backgrounds can participate fully and equitably, as we want to engage all those who can contribute to our mission.
- Student U has a commitment to ensuring the safety of our students. All staff will participate in the Darkness to Light Training, which is a child safeguarding training to

help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

**Ideal Start Date: January 5, 2026**

The compensation for this position starts at \$55,000 annually with a comprehensive benefits package, including:

- Medical, Dental, & Vision Insurance
- 403(b) Retirement Plan & Matching
- Fitness & Wellness Benefit
- Paid Parental Leave
- Paid Vacation Day
- Paid Sick Days
- Paid Federal Holidays
- This position is eligible for Public Service Loan Forgiveness