

Office of Human Resources
31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Community School Organizer

LOCATION: Greenfield Elementary
and Beverly Elementary

SALARY: According to the BACSO agreement

POSTING DATE: August 26, 2025

SCHEDULE: 30 hours per week/191 days per year

DEADLINE: Until Filled

JOB SUMMARY:

The Community School Organizer (CSO) supports the district strategic plan by their assistance with the elementary building's student programming and assures a welcoming and safe environment for our students. The CSO works as a liaison between students, staff, parents, supervisors and the community, and reports to the building principal.

QUALIFICATIONS:

1. Experience in working in a school setting directly with students
2. Candidates must possess LARA licensing qualifications
3. Bachelor's degree in an education-related field preferred
4. Evidence of the candidate's ability to provide quality leadership skills demonstrated through:
 - Ability to work collaboratively with a variety of stakeholders;
 - Skilled in maintaining productive, positive interpersonal relationships;
 - Strong computer skills and ability to participate in training as necessary
 - Ability to adapt and respond to student needs
 - Strong knowledge of programming and regulations as they relate to early learning programs

MAJOR DUTIES AND RESPONSIBILITIES:

- Serve as the site lead for the building's Kids' Club program in either the morning or afternoon session by assisting with programming logistics, room setups, communication, and coordination
- Support the building's GSRP programming in the role of caregiver and to maintain required ratios
- Supervise and train the noon aides to ensure safe and secure lunch and recess environments
- Manage student needs in Kids' Club, GSRP and at lunch/recess in collaboration with building principals
- Promote and attend school, district and community events through written communication and social media in collaboration with the district's MarComm department
- Market school programming and assist with enrollment processes
- Participate in and support the kindergarten transition process
- Facilitate family events and student groups to support school, students and family partnerships
- Coordinate school tours for prospective families

METHOD OF APPLICATION:

Internal candidates can submit a letter of interest to the Human Resources Department to
bpsjobtransfer@birmingham.k12.mi.us

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. Candidates should include a resume and cover letter. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Positions**

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

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