



LOS ANGELES UNIFIED SCHOOL DISTRICT  
ALL YOUTH ACHIEVING

School Name \_\_\_\_\_ (Attachment E)

**COMMUNITY SCHOOL COORDINATOR**

Non-classroom Assignment, Preparation Salary Table (0706)

Posting Date: XX/XX/XX

Communicates and builds partnerships with community-based organizations that can provide services to support the social emotional, mental health, curricular and academics needs of students, families and the community. Serves as a liaison for agencies and programs interested in partnering with the school.

**Primary Duties/Responsibilities:**

- Conducts needs assessments to identify social emotional, mental health, curricular and academic services that are most needed at the school site.
- Works with the school leadership team, teachers, Pupil Services and Attendance Counselors, Psychiatric Social Workers, the community, families and agencies to design and implement the identified services at the school.
- Engages community-based organizations in partnerships to address critical needs in support of student achievement.
- Supports, maintains, and updates Memorandum of Understanding (MOU) and Service Delivery Applications (SDA) with partners and programs.
- Reviews instructional or health MOU and partnerships to support alignment with school site curriculum.
- Evaluates services to identify gaps, build on existing supports, monitor outcomes and the effectiveness of partnerships.
- Ensures that service providers are operating within the terms authorized by the Service Delivery Application (SDA) and as authorized by the service provider's state certification or licensure.
- Consults with the service provider on a regular basis concerning service goals, service integration, physical health services, and student progress.
- Initiates, facilitates, coordinates programs and strategies that support the district-wide community school initiative.
- Promotes, develops, and ensures services are maximized to the extent of their capacity at the school site.
- Creates and implements the community school-site plan in collaboration with all school stakeholders.
- Integrates and aligns community resources serving the school, including tutoring, primary health, arts, recreation, academic, curricular and other resources identified as partners per the need assessment and district-wide initiatives.
- Utilizes MISIS, Welligent, Whole Child Integrated Data and other systems of data to address student needs.
- ~~Facilitates the implementation of Trauma Informed Practices in classroom environments.~~
- Provides coordination of programs during and beyond the school day for students, families, and the community.
- Serves as a liaison between the service provider and the school site administrator.
- Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Preparation Salary Table; C Basis + Differential; 204 paid days, 8-hour assignment**

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6520.**

- Permanent certificated employee of the Los Angeles Unified School District
- Five (5) years of successful full-time public school certificated service

*The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.*

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- Meet standard performance ratings on Educator Development and Support: Teachers (EDST) Evaluation and in the preceding four years, have no Notice of Unsatisfactory Service
- A valid California teaching credential authorizing K-12 service, Special Education Credential, or Pupil Personnel Services
- Completion of required Multicultural coursework.\*
- Completion of required Community Schools Training Program.\*

**\*Applicants have one year to complete this requirement.**

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

- Knowledge of how a community school framework can support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, multi-tiered system of support and differentiated assistance.
- Ability to support the implementation of Trauma Informed Practices in classroom environments.
- Ability to support school crisis response in the management of and recovery from critical incidents (e.g., school or community violence, disasters)
- Ability to compose and comprehend written communication.
- Ability in grassroots community outreach and organizing.
- Ability to work collaboratively as a member of a team.
- Experience with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups.
- Excellent networking, communication, and interpersonal skills.
- Poise, tact, good judgment, and commitment to the education of all students.
- English Language Authorization.

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*Assignment Limitation: The Non-classroom Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

Interested applicants must submit the following:

1. Current resume (include employee number)
2. A Statement of Interest that describes your successful experience in the following areas:
  - a. Assisting in coordinating programs to build support for schools
  - b. Providing outreach and support to improve student outcomes
  - c. Working with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups
3. List of three (3) references and their contact information (email address and phone number) that includes your current and next most recent supervisor(s).

**Submit application materials to:**

School Name  
Attn: Name, Principal  
Street Address  
City, State, Zip Code  
Phone Number

OR

Application materials may be sent electronically to \_\_\_\_\_@lausd.net. In the email subject line please indicate the following: "Time Sensitive – Community School Coordinator".

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**DEADLINE: \_\_\_\_\_ XX, 2019 - 9:00 A.M.**

All application materials must be received by the filing deadline.  
Materials sent by fax will not be accepted.