

## **SUPERVISOR OF COMMUNITY SCHOOLS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for providing leadership and oversight to a team of coordinators and/or advisors responsible for managing community schools in a school and/or school district. The incumbent develops and implements strategic plans and goals for community schools in alignment with the school district's mission and vision. The work is performed under the general supervision of the Administrator for Instructional Support Services with leeway allowed for the use of independent judgement in carrying out the duties and responsibilities of the position. Supervision is exercised over Community School Advisors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Monitors and evaluates the performance of community schools by analyzing data on student outcomes, attendance, and strategy effectiveness;  
Addresses any challenges or issues that arise within the community schools' network, and implements strategies to overcome obstacles and improve outcomes;  
Develops and implements strategic plans for community schools to enhance student learning and engagement;  
Supervises coordinators and/or advisors to ensure implementation effectiveness;  
Collaborates with school administrators, teachers, and community partners to align resources and support services for students and families;  
Leads and facilitates meetings, trainings, and professional development sessions for staff members;  
Conducts community outreach and engagement activities to promote the benefits of community schools;  
Stays informed about the best practices in community schools within the organization and with external stakeholders;  
Fosters a positive attitude and inclusive work culture that values diversity, equity, and collaboration among staff members and stakeholders;  
Creates and maintains a variety of records and reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, standards, and goals of Community Schools Forward;  
Good knowledge of the methods of successful leadership;  
Good knowledge of the strategies and methods of supervision;  
Good knowledge of community resources, partnerships, and strategies to engage students and families;  
Good knowledge of community school models, best practices, and current educational trends;  
Strong organizational skills;  
Ability to provide direction, guidance, and motivation to staff and stakeholders;

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Ability to identify challenges, analyze data, and implement solutions;  
Ability to develop plans with goals to enhance effectiveness and sustainability;  
Ability to analyze data on student outcomes, attendance, and program effectiveness;  
Ability to establish and maintain effective working relationships with diverse audiences;  
Ability to understand and interpret the research and impact of community schools;  
Ability to promote a culture of equity in community schools;  
Ability to understand the needs and challenges of students, families, and community;  
Ability to navigate challenges and setbacks with perseverance and a positive attitude;  
Ability to communicate effectively both orally and in writing;  
Commitment to improving outcomes for students and families;  
Strong organizational skills;  
Collaborative leadership.

### **MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's degree and four years of experience in community schools, social work, or human services; OR
- B) Possession of an Associate's degree and six years of experience in community schools, social work, or human services; OR
- C) Graduation from high school or possession of an equivalency diplomas and eight years of experience in community schools, social work, or human services.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.