



Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561
www.sbsdk12.org

Management Job Description

Title: Community Resource Coordinator

Reports to: Assistant Superintendent, Elementary

Salary Schedule Range: Management Range 19 (exempt)

Purpose of Position: To facilitate and coordinate community action networks and collaborate with community partners to expand program services.

Employment Status: Full-time

Location: TBD

Essential Functions:

Lead school need assessment processes to identify gaps in services for students, family and community members.

Engage community in partnerships that meet critical needs and support student achievement.

Maintain and update agreements for all partners and programs, and include outcome measurements against program goals.

Coordinate all community resources serving school, including tutoring, primary health, mental health, arts, recreation afterschool, and any other resources.

Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers; participate in community groups or committees.

Prepare monthly reports for submission to school, district and partner agencies regarding resource activity and progress. Maintain up-to-date records for all programs.

Lead partnership meetings to ensure ongoing synergistic, coordinated and integrated programming.

Serve as key information contact for non-school day schedule; communicate and coordinate full slate of activities; act as key community contact person for school and their assigned staff.

Communicate with District office and school site administrators about the status of recruiting efforts and placements.

Provide supervision and coordination of programming during and beyond school day for students, families, and community during extended daily hours and year long.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions. Travel between District school sites and community partners to coordinate services.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.

Knowledge, Skills and Abilities:

Excellent networking, training, team-building and communication skills.

Demonstrated ability in grassroots community outreach and organizing, leadership training or youth development.

Working knowledge of K12 public school organization, operation and funding.

Speaking, writing, presentation and facilitation skills.

Develop and maintain productive working relationships with school site staff, District staff, and community partners.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Education, Training and Experience:

Bachelor's degree and at least four (4) years' experience in coordinating comprehensive program activities in an institutional setting.

Additional Requirements:

Valid California Class C Driver's License.

Revised May
2013