

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Community Forward Schools Coordinator**

**Department: Early Learning**

**Pay Grade: GS.11**

**Supervision Received From: N/A**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: 6/29/07**

**Revision Dates: 4/1/25;**

**10/18/24; 8/27/24; 10/20/23**

### **CLASSIFICATION SUMMARY:**

This position will be responsible for assisting teachers, school staff, parents, community members, and students in improving student growth and achievement by: (1) recruiting and coordinating the activities of partner individuals and organizations offering programs, resources, and services at the school and in partnership with community-based organizations to meet the holistic needs of students and families; and (2) implementing whole-child and whole-family strategies to strengthen student and family networks in order to help children thrive.

### **SERIES LEVEL:**

The Community Forward Schools Coordinator is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Implement a comprehensive needs assessment that identifies parent, student, teacher, and community needs and act on the results.

Establish and/or support communication practices that build strong parent and community interactions with the staff.

Collaborate and support the Community Schools Program Director and District-level coordinator to support the implementation of Chattanooga's services and support ecosystem, identifying alignment with parent, student, teacher, and community needs. Support Hamilton County Schools principals, teachers, and other stakeholders in pursuing academic growth and student success.

Assist principal and leadership team with designing, monitoring and evaluating transformational turnaround strategies.

Manage ongoing transformational partnership meetings to work through barriers, recognize innovative opportunities, provide protocols for school-wide decision making.

Participate in city, district and/or partnership monitoring processes to ensure fidelity to Community Schools framework and progress toward outcomes.

Work with programming and monitoring resources at the school.

Monitor and report on effectiveness of resources in raising student growth and achievement.

Ensure compliance with district, state and federal policies, regulations and laws, where appropriate.

Engage partners to provide extended learning opportunities for students based on student needs.

Engage partners to support the social and emotional development of all students. Communicate through the proper channels to keep supervisors and other appropriate personnel informed of problems, challenges and successes.

Work collaboratively with supervisor, administrators, employees, partners, families and students toward targeted goals.

Develop surveys, collect data, analyze data, and recommend programs which improve student growth achievement through family and community partnerships.

Host regular meetings with partners to communicate articulate progress, indicate needs and convey outcomes.

Attend work regularly and arrive at work in a timely fashion.

Comply with accounting and financial policies and procedures, as well as other Board policies.

Use computers and other technology to enter and access information related to essential job functions.

May operate a motor vehicle to conduct various work activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent experience and three (3)+ years of experience working in public education or working with any organization that serves school-age children and youth or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

LICENSING AND CERTIFICATIONS:

KNOWLEDGE & SKILLS:

Knowledge of case management or social work experience is preferred, particularly with a demonstrated ability to advocate and individually support clients with varying and diverse challenges and needs. Demonstrated ability to work with students, families, and community members.

Skills include a passion for community-centered issues and desire to work with a mission-driven organization. Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality. Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

#### PHYSICAL DEMANDS:

Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up-to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.