



# United Way COMMUNITY SCHOOLS

## Role of a Community School Director/Coordinator

### Who It Is

The Community School Director/Coordinator is a leader who empowers, builds, creates and develops relationships with school leaders, stakeholders and community organizations to implement a community school strategy guided by a community school plan. The Community School Director bridges the relationships among all stakeholders to improve connectedness and surround the whole child with support—academically, socially, emotionally and physically.

### Position Summary

The Community School director is a strategic thought partner responsible for executing the coordination and alignment of resources within a Community School to achieve United Way's Education Bold Goal: Achieve increases in grade level reading by the end of 3rd grade and increases in reading and math proficiencies by the end of 8th grade.

Community School directors are expected to do all their work in partnership with others and under the school principal's vision and direction. Resources to be coordinated are dependent on needs present in the school based on data; academic, social-emotional, health and others. Programmatically, resources may be designed to include options before, during or after-school, during the school year and throughout the summer months. Coordinated resources and programs must address key priority areas of attendance, behavior, literacy, math, youth and family engagement. The Community School Director/Coordinator must work to create a high performing Community School partnership wherein students and families feel supported, community members feel connected and successful outcomes emerge. The role of the director is complex and requires a dynamic person who can effectively navigate and interconnect multiple systems to achieve success for kids and families.

### What This Looks Like in Practice

- **Data Driven Decision-Making** - Oversight and implementation of interventions related to the school's priority areas.
- **Project Management** - Project manage multiple projects and/or individuals who support the Community School Strategy.
- **Coordination of Resources** - Develop relationships with service providers needed to best support students and families.
- **Leadership and Communication** - Lead, develop and facilitate an effective community leadership team.
- **Strategic Engagement** - Participation in various school team and community meetings is critical to successful engagement and integration.

### What This Role is Not

The role of Community School director is versatile by design, incorporating itself into many facets of the operation of the school. It should be clear that Community School directors are not permitted to take on the following roles:

- Substitute Teacher
- Leadership position in the PTO/PTA/PTC
- Guidance Counselor
- Direct service provider/case manager
- Assistant Principal
- Logistics Coordinator of after-school programs responsible for parent and provider communications, rosters, snacks – UNLESS no other staff is funded for those functions
- Primary translator of documents or all family interactions
- Coordinator for ALL school field trips, assemblies, school events and programs unrelated to key priority areas

Network Partner:



United Way of the  
Greater Lehigh Valley

