**What It Takes to Be an Effective Community Partner Program School Coordinator**

Community partner program coordinators play a unique role. They are by nature boundary-crossers. They are able to work in the school and the community to bridge the culture of each. They have the skills to reach in to teachers and school staff, and reach out to families, residents, and community groups. They possess the planning and organizational ability to bring school staff and partners together in working toward student achievement goals. Below is a list of the job’s responsibilities:

* Facilitates the implementation of community partnerships/volunteer programs
* Gathers information from students, teachers, families, and administrators to determine needs that can be met by community partnership
* Creates opportunities for community partners and school staff to share ideas and collaborate such as during professional development days
* Oversees partner programming recruitment, training, implementation, student and classroom scheduling, progress monitoring, adjusting, coaching
* Ensures program alignment with student achievement and curricular goals through a thorough evaluation process
* Coordinates with district to ensure partner program staff meet all necessary district requirements for working with students
* Oversees student and staff attendance logistics for programs
* Purchases any necessary materials for the programs with available district/school funds
* Assists in student behavior training and daily intervention needs
* Ensures effective classroom management support for partner programming, including daily interventions where necessary
* Meets regularly with intervention and grade level teams
* Assists in preparing program budgets and invoices
* Coordinates grants associated with partner programming
* Provides assistance in raising program funds and overseeing funding opportunities
* Coordinates with Instructional coach and master teacher for PD rotation schedule for staff
* Expanded Learning Time Committee Member – attending all meetings, participating in all projects
* Facilitates parent/family/community outreach programs, and coordinates access to family wrap services