



Kent School Services Network

## **Job Description**

**Posting Date:** 4/18/25 - until filled

**Position Title:** Burton Elementary Community School Coordinator (Bilingual Spanish), Grand Rapids Public Schools

**Reports to:** Principal and KSSN Team Lead

**Supervises:** None

**Status:** Full-time, year-round

**Starting Salary:** \$41,500

**Typical Work Schedule:** M-F, 8am-4pm (in person)

### **Position Summary:**

The Community School Coordinator is responsible for the implementation, integration, alignment, and coordination of the community school strategy through relationship building and linking community resources to the school. The Coordinator will work directly with students, staff, and families, identifying barriers that limit student success, and will develop strategies and resources to improve attendance and promote student, family, and community engagement.

In this position, the Coordinator is accountable to the leadership at KSSN, as well as the school principal. Therefore, the planning and alignment of all programs, services, and opportunities must be conducted in collaboration with both school leadership and KSSN, and in accordance with the Community School Standards.

### **Primary Responsibilities:**

1. Meet on a regular basis with the school principal and other key staff to review resources needed for the student body to succeed, and assist in the identification of students in need of human services, behavioral health services, medical health services, employment, and youth development resources.
2. Advise the principal on how to integrate partners and community members into school governance structures (i.e. School Leadership, School Safety, Instruction, and Attendance teams).
3. Coordinate needs and resources assessment activities on an ongoing basis, employing a variety of strategies, and including a broad cross-section of stakeholders.
4. Implement Community School Standards.
5. Convene the Community School Leadership Team, a coordinating body co-led by the principal and coordinator, and which may be composed of administrators, teachers, support

service staff, partners, parents, and others to identify needs, set priorities, and coordinate the strategy.

6. Handle high-level, complex cases and situations, and provide triage, in collaboration with school and/or network partners, as needed.
7. Identify, recruit and connect local resources to meet the various needs of the students and their families.
8. Serve as a primary advocate for appropriate access to the school for human services, behavioral health services, and medical health services.
9. Ensure access to the school, as well as appropriate space within the school, for KSSN activities that occur before and after the school day.
10. Actively promote improved communication and advocacy regarding human services, behavioral health, and medical health services between the students, parents, principal, teachers, staff, and KSSN providers.
11. Engage parents and work with staff to create a school culture where parent engagement is valued and embedded in policy and practice.
12. Participate in all meetings and professional development activities associated with the KSSN community school initiative as required.
13. Prepare and submit intervention data on a monthly basis and complete all other requested paperwork and reports in a timely manner.
14. Build on community strengths and elevate the voices and experiences of traditionally marginalized students, families, and community members.
15. Actively engage in professional development, including anti-racism work.
16. Other duties as assigned.

**Working Conditions:**

Ability to work in a stressful environment. Frequent telephone and computer use. Must be able to lift up to 40 pounds. Must have transportation for meetings and events around the community. Reasonable accommodations will be made to enable individuals with disabilities to perform essential tasks.

**Skills and Abilities:**

- Ability to communicate effectively with a variety of audiences. Exceptional verbal and written skills in both English and Spanish.
- Strong service and support orientation towards schools and school communities.
- Willingness to learn and adapt during new and shifting programs and priorities with a “can-do” solutions-oriented approach to learning and problem solving.
- Ability to understand and work effectively within the dynamics of various agencies, public schools, and others.
- Extensive knowledge of community resources.
- Ability to work with a diverse group of people. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics. Social-justice oriented and an advocate for anti-racism and addressing anti-blackness.
- Excellent organization and time management skills with impeccable attention to detail.
- Ability to work with minimal supervision outside of a formalized, central office setting.

- Knowledge of Google Workspace.
- Comfort with collecting, reporting, and utilizing data.
- Valid driver's license, good driving record, and adequate insurance with a car available at all times.
- Available to work occasional evenings and weekends.

**Type of Education / Skills Required:**

- Bachelor's Degree or 4 years' equivalent experience
- Bilingual (Spanish) skills

**Type of Experience Preferred:**

- 3-5 years within a human service, behavioral health, education, or other related field.
- Direct experience working with children, youth, families, and diverse populations.
- Familiarity with schools, non-profit organizations, and community-school partnerships.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Interested candidates should send cover letter, resume, and completed application to [info@kentssn.org](mailto:info@kentssn.org). Veterans and those with disabilities are encouraged to apply. If accommodations are needed during the interview process, please let us know.

KSSN application can be found on our website at [kentssn.org/connect/employment](http://kentssn.org/connect/employment).