



Kent School Services Network

Job Description

Posting Date: 6/17/25 - until filled

Position Title: KSSN Community School Coordinator Team Lead

Reports to: Director of People and Strategy

Supervises: Community School Coordinators

Status: Full-time, year-round

FLSA Status: Exempt

Salary: \$65,000

Typical Work Schedule: Monday-Friday, 8:00 am-5:00 pm. Hybrid work options are available.

Position Summary:

As a key leader within the Kent School Services Network (KSSN) administrative team, the Community School Coordinator Team Lead plays a vital role in advancing the community school strategy across multiple schools. This leadership position goes beyond day-to-day support; it is about mobilizing people, guiding strategy implementation, and serving as a thought partner to both school and district leaders. This role is a strategic connector between KSSN, school principals, and district leadership. The Team Lead ensures that implementation of the community school strategy is consistent, collaborative, and responsive to the unique needs of each school community.

The Team Lead is responsible for aligning the work of Community School Coordinators with broader organizational goals while also fostering leadership capacity within their team. This includes facilitating professional development, conducting performance reviews, promoting staff wellness, and driving accountability through clear goal setting and progress monitoring. In addition to deep engagement with individual schools and districts, the Team Lead must demonstrate the ability to collaborate across multiple school districts throughout Kent County. This cross-district perspective is essential to ensuring consistency of practice, sharing of best practices, and building a collective approach to implementing the community school strategy at scale.

Primary Responsibilities:

School & District Leadership Collaboration

- Lead school-level implementation of the community school strategy by coaching Community School Coordinators and aligning efforts with school leadership.
- Serve as the primary liaison between assigned schools and KSSN for coordinator performance, strategic alignment, and problem-solving.
- Collaborate with school and district leaders to school improvement goals, and fidelity to community school standards.

- Communicate school- and district-level progress toward community school outcomes and ensure alignment with broader KSSN goals.
- Provide short-term school support during leaves of absence to maintain momentum and relationships.
- Collaborate across multiple school districts in Kent County to ensure KSSN cross-district learning, alignment, and consistency of practice.

Team Leadership & Coordinator Development

- Lead in co-supervision of Community School Coordinators in collaboration with building principals, ensuring role clarity, aligned feedback, and a unified leadership approach at the school level.
- Facilitate regular 1:1 coaching meetings with Community School Coordinators focused on strategy execution, professional growth, and problem-solving.
- Lead onboarding for new Coordinators, including hiring support, orientation, and strategy training.
- Guide Coordinators in navigating high-level or multi-system challenges, providing leadership during complex school or community issues.
- Conduct annual performance reviews and co-develop professional development plans in collaboration with school principals and the Director of People and Strategy..
- Partner with the Director of People and Strategy to identify, coordinate, and deliver internal and external learning opportunities.
- Prioritize staff wellness and promote a culture of sustainable, healthy work practices.

Organizational Strategy & Data Use

- Serve as a subject-matter resource on the community school strategy, including key focus areas such as student attendance, family partnerships, SEL/behavioral health, and school climate.
- Coordinate district meetings and peer collaboration to build collective knowledge and leadership across the network.
- Lead Coordinators in data collection, progress monitoring, and timely completion of required reports and documentation.
- Use data to inform coaching, identify trends, and elevate site-level insights to administrative leadership for organizational learning and improvement.
- Contribute to internal and external communication efforts that elevate the KSSN brand and build understanding of the community school model.
- Participate in KSSN administrative meetings, team check-ins, and broader community coalitions as a representative of the organization.
- Contribute to broader organizational priorities and perform other duties as assigned to support the success of KSSN and its mission.

Working Conditions:

This is a fast-paced, mid-level leadership role that requires the ability to manage multiple priorities, lead people and projects simultaneously, and navigate dynamic school and community environments. The role involves frequent collaboration, problem-solving, and decision-making,

often under tight timelines. Regular use of a computer and phone is required for communication, data management, and reporting.

Travel throughout Kent County is necessary to attend meetings, school site visits, and community events. Reliable transportation is required. Occasional lifting of materials up to 40 pounds may be needed in support of events or school-based initiatives.

KSSN is committed to providing reasonable accommodations to enable individuals with disabilities to perform the essential functions of the role.

Skills and Abilities

- Demonstrated leadership in managing people, projects, and processes with a focus on aligning team efforts to strategic priorities and organizational goals.
- Strong project and people management skills, including the ability to delegate effectively, lead implementation, and oversee complex initiatives across multiple schools and stakeholders.
- Experience contributing to and executing strategic plans, with the ability to report progress, surface insights, and align with senior leadership on priorities and outcomes.
- Skilled in using systems such as Asana for project management and BambooHR for performance tracking, professional development, and team engagement.
- Deep commitment to improving belonging through culturally responsive leadership and decision-making practices.
- Ability to coach, develop, and empower staff while setting clear expectations, providing consistent feedback, and fostering a high-performance culture.
- Effective communicator with the ability to tailor messaging for school leaders, district partners, and internal teams, both in writing and in facilitation.
- Data-literate with the ability to analyze trends, monitor progress, and coach others in using data to inform decisions and practice.
- Experienced in navigating systems—such as public schools, nonprofits, and multi-agency collaborations—with a clear understanding of operational dynamics and decision-making pathways.
- Proactive and adaptable, able to lead through change and manage shifting priorities with a calm, solutions-oriented mindset.
- Adept at building and maintaining strong partnerships with school staff, and community-based organizations.
- Highly organized with excellent time management and attention to detail, especially when juggling multiple high-level responsibilities.
- Proficient in digital tools including Google Workspace, Microsoft Office, and data platforms for reporting and collaboration.
- Reliable transportation with a valid driver's license, good driving record, and up-to-date insurance to support regular travel throughout Kent County.

Type of Education Required:

- Master's degree preferred
- Bachelor's degree required.

Type of Experience Preferred:

- Direct experience with the community school strategy, either as a coordinator or partner.
- Minimum 2-4 years relevant coaching or supervision experience within a human service, youth development, wellness, or education field required.
- Familiarity with non-profit organizations and community-school partnerships required.
- Strong analytic skills with demonstrated research, data analysis, and evaluation experience.

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.

We encourage you to apply even if you don't meet every listed qualification. Many talented individuals may self-select out of applying for roles if they don't meet every requirement. At KSSN, we value transferable skills, diverse experiences, and the potential to grow. If this role excites you and aligns with your values and career goals, we welcome your application.

Interested candidates should send a cover letter, resume, and completed application to 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.