



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

Community School Partnership Facilitator

JOB SUMMARY

Community Schools Facilitator is a grant-funded position. The Facilitator communicates and builds partnerships with community-based organizations that can provide services to support the social-emotional, mental health, curricular, and academic needs of students, families, and the community. Serves as a liaison for agencies and programs interested in partnering with the school.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Conducts needs assessments to identify social-emotional, mental health, curricular and academic services that are most needed at the school site.
- Works with the school leadership team, teachers, attendance staff, mental health staff, Student Services, the community, families, and agencies to design and implement the identified services at the school.
- Engages community-based organizations in partnerships to address critical needs in support of student achievement.
- Reviews instructional or health MOU and partnerships to support alignment with school site curriculum.
- Evaluates services to identify gaps, build on existing supports, and monitor outcomes, and the effectiveness of partnerships.
- Consults with the service provider on a regular basis concerning service goals, service integration, physical health services, and student progress.
- Initiates facilitates, and coordinates programs and strategies that support the district-wide community school initiative.
- Promotes, develops, and ensures services are maximized to the extent of their capacity at the school site.
- Creates and implements the community school-site plan in collaboration with all school stakeholders.
- Integrates and aligns community resources serving the school, including tutoring, primary health, arts, recreation, academic, curricular, and other resources identified as partners per the need assessment and district-wide initiatives.
- Utilizes results from Socio-Emotional Screeners when planning program needs.
- Provides coordination of programs during and beyond the school day for students, families, and the community.
- Serves as a liaison between the service provider and the school site administrator.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of how a community school framework can support identified needs as indicated by the Local Control and Accountability Plan, California Dashboard, multi-tiered system of support
- Ability to compose and comprehend written communication.
- Ability in grassroots community outreach and organizing.
- Ability to work collaboratively as a member of a team.
- Experience with diverse communities representing various racial, ethnic, linguistic, disability, and socioeconomic groups.
- Excellent networking, communication, and interpersonal skills
- Poise, tact, good judgment, and commitment to the education of all students.

Ability to:

- Demonstrate excellent written and oral communication skills;
- Interpret and understand data;
- Build connections with community partners;
- Maintain careful records and accurate reports of progress, history, and other grant-required documents;
- Access and use District-adopted web-based systems.

HEMET UNIFIED SCHOOL DISTRICT
Community School Partnership Facilitator (Continued)

EMPLOYMENT STANDARDS

EDUCATION:

- Associate's degree or higher in psychology, communication, education, or related field.

EXPERIENCE:

- Two years of increasingly responsible experience involving direct work with student and/or family involvement programs and support

REQUIRED LICENSES AND/OR CERTIFICATES:

- None

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Environment:

- Office environment at the District Office and other locations determined by your supervisor;
- Demanding timelines;
- Subject to frequent interruptions and daily contact with staff and public;
- School sites and other District facilities;
- Public spaces.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer;
- Occasional bending at the waist and stooping;
- Occasional carrying, pushing, pulling or lifting up to 20 lbs.;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Occasional reaching overhead, above the shoulders, and horizontally;
- Visual acuity to read, prepare/process documents and small figures;
- Sitting and/or standing for extended periods of time;
- Mobility.

Working Conditions:

- Extended viewing of computer monitor and audio/visual equipment;
- Working with and around office equipment having moving parts.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
12 Month Work Year – Salary Range 39

October 2022