



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

COORDINATOR, COMMUNITY SCHOOLS

DEFINITION

Under the direction of an assigned administrator, to coordinate and implement community school strategies and family engagement initiatives across the District; provide guidance and supervision to community engagement personnel; develop and manage partnerships with local organizations to ensure that students and families have access to supportive services; facilitate inclusive decision-making processes involving families, staff, and community stakeholders; and perform other related duties as assigned.

ESSENTIAL DUTIES

- Serves as the District liaison between school sites, families, and community-based organizations to coordinate wraparound services.
- Provides direction, training, and oversight to community engagement staff delivering parent involvement services and family education programs.
- Oversees and supports school site-based leadership teams to identify student and family needs, set priorities, and align program goals.
- Collaborates with administrators and department staff to ensure expansion and continuous improvement of student services.
- Develops and manages strategic partnerships with local agencies, nonprofits, and health/social service providers.
- Organizes and facilitates advisory councils (Community Schools Steering Committee) and family engagement committees at the site and district levels.
- Conducts home visits and community needs assessments to connect families to appropriate support services.
- Designs and coordinates training workshops, parent education events, and outreach campaigns.
- Provides technical assistance in the planning of programs and events including translation, transportation, and childcare logistics.
- Collects and analyzes data related to community services and parent engagement to evaluate program effectiveness.
- Develops reports and provides presentations to stakeholders, including administration, Board of Education, and community partners.
- Creates and distributes newsletters, flyers, and other media to communicate available services and promote engagement.
- May work occasional evenings and weekends.
- Represents the District at community events and meetings with public agencies and external stakeholders.
- Assists in the development of department policies, goals, and objectives.
- Performs related duties and assumes other responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- California Community Schools Framework
- Federal, State, and County community resource organizations, including agencies funded from government and private sources.
- Principles and practices of parent education, community outreach, and family involvement.
- Community engagement strategies and inclusive leadership models.
- Program development, monitoring, and evaluation practices.
- District, State, and Federal accountability frameworks related to family engagement.
- Cultural backgrounds and needs of the communities served by the District.
- Modern office practices, technology, and software applications.

Ability to:

- Plan, organize, coordinate, and manage community-based school programs and partnerships.
- Interpret and explain District policies, regulations, and procedures.
- Communicate effectively both orally and in writing in English and a designated second language.
- Develop and implement departmental plans aligned with District goals.
- Build and maintain effective relationships with staff, families, and community stakeholders.
- Work independently and exercise sound judgment and flexibility in response to changing needs.
- Analyze problems, identify solutions, and implement recommendations.
- Maintain confidentiality and demonstrate professionalism in all situations.
- Meet deadlines and manage multiple priorities in a fast-paced environment.

EXPERIENCE AND EDUCATION**EXPERIENCE:**

- Four (4) years of professional experience in education, community development, social services, or family engagement programs.
- Minimum of two (2) years educational administrative experience.

EDUCATION:**Required:**

- Possession of a Master's Degree from an accredited college/university in social sciences, social services, education, school counseling, or a related field.

PREFERRED:

- Bilingual

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Valid California K-12 Administrative Credential.
- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.
- Must possess a valid California driver's license.

PHYSICAL DEMANDS**Physical class:**

Moderate Work - lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Date: 7/2025