Job Title: Community School Director
Location: New York, NY
FLSA Status: Full Time, Exempt
Classification: Professional
Department: Alianza Division
Program/Contract: Dropout Prevention Services
Reports to: Director of High School Programs
Supervisory Responsibilities: Yes ☒ No ☐

Summary: The Community School Coordinator is responsible for the management and service delivery of the Community School, and will work closely with the Principal of the school and the SLT (School Leadership team). The Community School Coordinator will also supervise the day-to-day programmatic services offered to the participants and their parents at the school from Case Management, Career and College Readiness, Tutorial, SAT Prep and information and referral services. The Community School Coordinator will be the site liaison, serving the needs of the youth and families of the George Washington HS Campus, School of Health Careers & Sciences Community School.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plan and conduct outreach; develop contacts in the community for cross-referral and interagency collaboration.
- Develop and facilitate curriculum for youth employment program.
- Conduct intake and thorough assessment of individual client needs, and develop a service plan where needed to address barriers to job-readiness.
- Participate in all SLT, Attendance, and School curriculum planning and weekly meetings with principal and other key staff.
- Create an advisory board for the community school.
- Help create and implement a community school Participant and Parent Handbook.
- Participate in all United Way, DOE, mayor's office, other Community School trainings and meetings.
- Supervise and support staff.
- Maintain current, accurate documentation of services provided to clients across various youth programs.
- Attend regular sessions with immediate supervisor, agency in-service training and unit meeting, as well as any other agency-related activities or program-related meetings offsite.
- Complete regular monthly and statistical reports, and fulfill reporting requirements as defined by funder and supervisor.
- Develop and maintain good communication with other programs and departments within the organization to facilitate intra-agency referrals and collaboration.
Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are generally 9:00 AM to 5 PM Monday - Friday. Additional evening and weekend hours will be required to meet program deadlines, goals, client needs, and attend special events. The Community School hours of operation will change as the mission of the program and school is defined. There will be evening and weekend events.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remain in a stationary position using a computer at least 50% of the time, or at a work station and while monitoring activities.
- Ability to work with youth and the public.

Qualifications

Education and/or experience required:

- Bachelor Degree in related field required; Master Degree a plus.
- At least three years' experience in the social service field.
- At least three years' experience working with youth and working in a community center setting.

Skills, Licenses, and/or competencies required:

- Knowledge of New York City social service delivery systems and resources.
- Proficient in Microsoft Word and Excel.
- Excellent interpersonal skills and dynamic presentation style.
- Strong communication, organizational, and administrative skills.
- Ability to work well independently as well as part of a team.
- Ability to handle multiple tasks.
- Demonstrated leadership ability.
- Commitment to the mission of Catholic Charities Community Services.