



Kent School Services Network

## **Job Description**

Posting Date: 11/25/24 – until filled

**Position Title:** District Team Lead, Godwin Heights Public Schools

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

**Supervises:** District Community School Coordinators

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

**Starting Salary:** \$50,000

**FLSA Status:** Exempt

**Typical Work Schedule:** M-F, 8am-4pm

### **Position Summary:**

The District Team Lead is a dual role, consisting of both community school coordinator responsibilities and supervisory responsibilities. The District Team Lead will serve as liaison with schools and district leadership to support environments conducive to the community school strategy, and will coach and support community school coordinators toward implementation of the strategy. As an extension of the KSSN administrative team, the District Team Lead will collaborate with KSSN Team Leads to allow for collaboration and to ensure consistent implementation of organizational policies, practices, and expectations.

### **Primary Responsibilities:**

#### Community School Coordinator role - 95%

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 time-limited case management, in collaboration with school and/or network partners, as needed.
7. Identify, recruit, and connect local supports to meet the various needs of the students and their families and school staff.
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 monthly 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.

#### Supervisory responsibilities - 5%

##### *School-District Relationship Management:*

- Assist in supporting community school coordinators, principals, and community partners in implementing community school standards and outcomes.
- Assist in communicating progress of community school standards at the school, district, and community partnership level.
- Support school readiness assessments
- Liaison with school leadership regarding community school coordinator performance, general troubleshooting and strategy to align with community school standards.
- Lead monthly District Meetings

##### *Community School Coordinator Supervision and Responsibilities:*

- Provide support to community school coordinators in handling high-level, multi-system cases and situations.
- Facilitate regular check-in meetings with community school coordinators and submit check-in form in a timely manner.
- Work with school principals and community school coordinators to ensure effective strategy and relationships.
- Provide annual performance reviews for coordinators. Work with school principals and Team Lead Supervisor to integrate and share feedback as appropriate.

- Assist coordinators in annual goal setting.
- Coach coordinators on the timely and accurate submission of data, reports, and other requests for information made by administration.
- Ensure implementation of organizational policies, practices, and expectations, consistent with KSSN administrative team.

*KSSN Administrative Responsibilities:*

- Assist in the interview, hiring, and onboarding of district coordinators in conjunction with, and at the direction of, KSSN Team Lead.
- Participate in regular check-ins with the KSSN administrative team as requested.

**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**

- Proven coaching and project management capabilities, including the ability to establish long-term vision and goals, and the ability to lead a team in the alignment and implementation of activities toward the execution and achievement of identified goals.
- Commitment to, and experience with, increasing diversity, equity, belonging, and inclusion knowledge, resulting in behavior change. Passion for equity and the proven ability to work with a diverse group of people, children, youth, and families.
- Self-starter who can manage multiple projects concurrently, both independently and as a member of a collaborative team.
- Enthusiasm for teaching new skills and developing people and staff.
- Experience with networking and creating community partnerships.
- Ability to communicate effectively with a variety of audiences. Exceptional verbal and written skills.
- 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.
- 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.
- Basic knowledge of child development, behavioral health, and medical health assessment.
- Extensive knowledge of community resources.
- 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 Required:**

- Bachelor's Degree with some graduate education required. Master's Degree preferred.

**Type of Experience Required:**

- Minimum 3-5 years' relevant coaching or supervision experience within a human service, youth development, wellness, or education field 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.

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 [www.kentssn.org/our-work/employment/](http://www.kentssn.org/our-work/employment/).