



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 2/13/2025

Coordinator, Community Schools

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: School-based

Department Overview

The Department of Communications and Community Engagement (DCE), formerly the Office of Communications and Community Engagement (CCO), serves as the voice of LCPS. The DCE provides in-house public relations, communications, and advertising services to the school division, ensuring two-way communications to help build reputation, attract and retain a world-class workforce (Employer of Choice) and provides support and information for schools, parents/guardians and other community stakeholders. The department produces strategic communications, superintendent messaging, social media campaigns, crisis and incident communications, and performs crisis and public relations functions for more than 13,000 employees and a community of more than 82,000 students across over 100 schools and facilities.

Job Overview

The Community School Coordinator is a school-based position that supports the community school initiative and framework, connecting students and families to the school and broader Loudoun County community. The Community School Coordinator facilitates the community school model at both Sully and Guilford Elementary Schools, in collaboration with school leadership and community partners. This Community School Coordinator supports the community school work as outlined by the VDOE Community School Framework and Best Practices.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Supports the community school framework, encompassing four main parts: I. student and family basic needs, II. emotional and mental health needs, III. student engagement and motivation, and IV. family and community engagement
- Assists school administration and staff in supporting and nurturing a school climate that provides opportunity and access for student and family connections to the school community during the academic day as well as through co-curricular, extra-curricular, and student activities
- In collaboration with school administrators, conducts a school community needs assessment, focused on the basic needs, emotional, mental, and physical health needs of students and their families
- Completes partner mapping, identifying new opportunities for partnerships and community collaboration, focusing on the four pillars of the community school framework
- Assists school staff with creating meaningful and culturally responsive family engagement events and opportunities
- Collaborates with colleagues, students, parents, and the community to promote and support student learning and engagement
- Assists with coordinating tutoring, academic remediation, and extended learning programs for students, helping improve overall student academic success

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- Regularly collaborates with school counselors, school social workers, family liaisons, and counselors to identify needs of the student and family population and seek solutions, partnerships, and resources
- Manages school/community partnerships with non-profit, faith-based, and business partners, in collaboration with school principal, establishing formal MOUs/MOAs when necessary
- Assesses and analyzes data to inform opportunities and areas of growth regarding school climate and culture
- Coordinates and leads school-based community school leadership team, ensuring participation from a variety of stakeholders to include school administration, instructional staff, support staff, community partners, and family members
- Manages the coordination of after-school learning, engagement, and extra-curricular opportunities

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Three (3) years of experience in education, social work, psychology, child development, nonprofit, or related field

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to collaborate with a diverse group of stakeholders
- Excellent verbal and written communication skills
- Understanding of student basic needs and available Loudoun County resources
- Commitment to diversity, equity, inclusivity, and access, promoting a culturally responsive school environment
- Effective time and project management skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.