

**Grand County School District**  
264 South 400 East Moab UT 84532



## **JOB ANNOUNCEMENT**

April 23, 2018

### **Grand County School District is accepting applications for a Community Coordinator** Full Time with Benefits

**Job Summary:** Community Coordinator leads the process in development, implementation, and coordination of School Services that extend into the community as well as community services that interact with the school. Works with Board of Education under the supervision of the Superintendent to establish priorities, long-range plans, and other technical aspects of program operation. This is a highly visible position in the community and in the school district, and interacts with key community leaders, agencies, an extensive volunteer base, parent engagement groups, non-school-district education programs, school staff and other stakeholders to facilitate program goals and objectives.

**Qualifications:**

Bachelor's Degree in Communication, Health Services, Education, or related fields.  
Must pass criminal and child abuse background checks

**ESSENTIAL FUNCTIONS\***

1. Recruits, orients, and works with the Moab Key Leader Board.
2. Develops and maintains cooperative relationships between the school district, parents and community partners.
3. Facilitates the development of short- and long-term program goals and objectives and ensures resources are allocated to meet such goals and objectives.
4. Promotes the pro-social recognition of youth by adults by generating and facilitating recognition efforts, programs, and education.
5. Performs various duties necessary to oversee management of Community Coordinator programs.
6. Obtains funding through various sources such as grants, or other community support; manages budgets for program.
7. Recommends, implements, and enforces policies, procedures, and rules relating to programs.
8. Evaluates program needs and determines which evidence-based programs will be most likely to meet the immediate needs of the priority risk and depressed protective factors in the community and schools.
9. Recommends and implements management plans as needed to improve services.
10. Serves as liaison for parents and staff in accessing services for students within the community.

11. Facilitates development of parent engagement group(s) that will work directly with school district staff and community groups to foster student and staff health and wellness goals.
12. Seek out, research, understand, and communicate coordinated school and student health, wellness, community health, safety and parent-engagement models and best practices. Develop and implement policies and professional development offerings within the school district and the community, compliant with state and federal law.
13. Other duties as assigned.

**Required Knowledge, Skills & Abilities Necessary to Performance of Essential Functions:**

1. Adaptability (ability to perform effectively in the face of changing job demands);
2. Initiative (taking necessary and appropriate action on one's own);
3. Such factors as reliability, motivation, creativity, cooperativeness, and appearance;
4. Ability to utilize and maintain appropriate student data, in a confidential manner, to assist in assessment of intervention success and improve student well-being.
5. Ability to follow directions and accept supervision;
6. Ability to apply common-sense understanding to carry out instructions in all formats, in situations involving multiple variables.

**Salary:** According to GCSD Salary Schedules

**To Apply:** Submit application to:  
  
Grand County School District  
264 South 400 East  
Moab UT 84532

Applications available on line: [www.grandschools.org](http://www.grandschools.org) or at the District Office

**Deadline:** open until filled