

## **COMMUNITY SCHOOL ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position within a school district. The incumbent directs the day-to-day activities related to the New York State Community Schools program and works collaboratively with the building principal and advisory committees to implement policies and programs related to the Community Schools grant, including staff development, budget, including grant fiscal management, and physical facilities used by project related programs. This position reports directly to the building principal but would receive wide leeway to carry out program objectives. This position may supervise teachers involved in the part-time after/before school and extended year programs, teacher assistants and clerical support personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Writes grant proposals, e.g. School as Community Sites Proposal and Child Adult Care Food Program;
2. Interprets and promotes the purpose and scope of the Community Schools project to various community groups;
3. Acts as administrative head of an Advisory Council/Task Force composed of school, community agency and business personnel to conduct research on the needs of community constituents and agencies;
4. Works collaboratively with external agencies to offer them opportunities to utilize the school site;
5. Coordinates extended time programs and acts as overall administrator for the extended day/year programs;
6. Directs and assists with the activities related to Community Schools public relations research and/or needs assessment;
7. Acts as a liaison to the State Education Department for matters related to this program;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of public administration;

Good knowledge of grant writing and administration;

Good knowledge of the philosophy and goals of community schools;

Good knowledge of public relations to promote programs and act as a spokesperson for community school;

Good knowledge of community service agencies and available community services;

Ability to work effectively with a wide variety of people, including community agencies, professional teaching staff, parents, and public officials;

Ability to prepare and administer budgets;

Ability to communicate effectively both orally and in writing;

Ability to prepare clear and concise written communications;

Ability to solve complex administrative problems;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**COMMUNITY SCHOOL ADMINISTRATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Possession of a Masters degree in Human Services, Education or a related area and one year of post-graduate administrative or management experience in the human services field, which included grant writing and administering a budget;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college Or university with a Bachelor's degree plus four years of post graduate administrative or management experience in the human services field, which included grant writing and administering a budget;
- OR:            (C)     An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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ADOPTED:   05/27/98