

The Role of a Community School Coordinator

NY State Community School Grant Initiative



National Center
for
COMMUNITY SCHOOLS



 **The Children's Aid Society**

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Objectives of Today's Session

- ◆ Gain a clearer understanding of the Role of the Coordinator, the Principal, and the Lead Agency in a Community School.
- ◆ Explore the essential skills used in the Community School's Coordinator's role.
- ◆ Identify the differences between co-location and integration of programs and services.
- ◆ Explore the Role of the Coordinator and how it evolves over time

*Relationships are to schools,
what location is to real estate.*

*Dr. James Comer
Yale University*

Roles

Role of the Principal

- ◆ Leadership and Vision
- ◆ Educates community, parents, students and staff about purpose and functioning of the community school
- ◆ Serves as chief instructional officer
- ◆ Plans jointly with the Coordinator
- ◆ Ensures accountability for alignment of programs and services with school's vision and improvement plan

Role of the Lead Partner

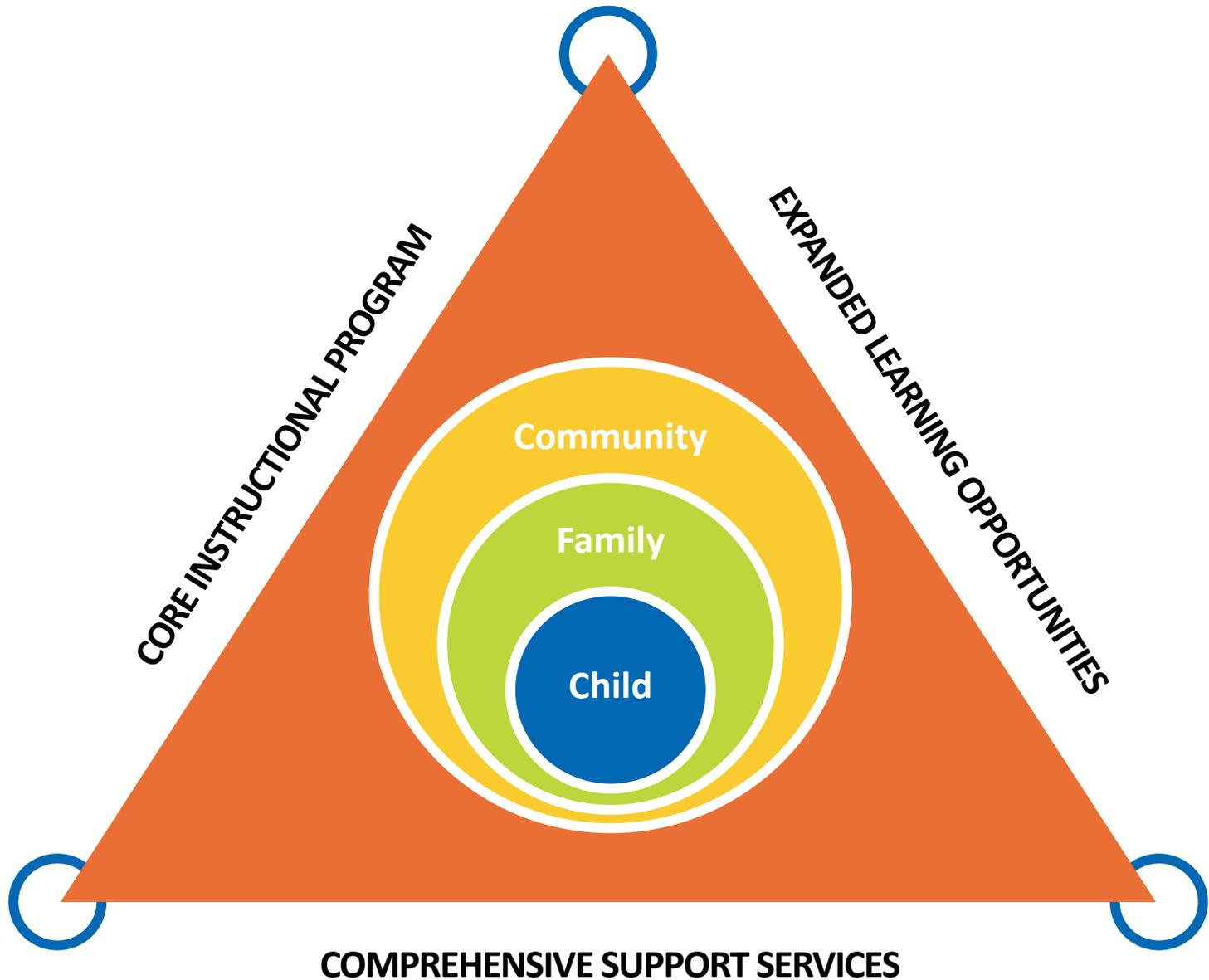
- ◆ Hires, supervises and supports the Coordinator, and partners with principal
- ◆ Brings a set of skills, competencies, relationships and resources (financial, human and programmatic) that enhance, complement and add value to those of the school
- ◆ Develops its own capacity to support the Community School and its school partners
- ◆ Actively engages with the school district and other partners in the development of the initiative

Role of the Coordinator

“...an individual who works closely and plans jointly with the school’s principal to drive the development and implementation of the FSCS effort and who, in that capacity, facilitates the partnerships and coordination and integration of service delivery.”

US Department of Education FSCS NIA, June 2010

CAS Developmental Triangle



Role of a CS Coordinator



- ◆ The Community School Director is the Lead Agency's on-site representative who serves as liaison and partner with the principal. Key role is to partner with the principal in supporting the School Improvement Plan.
- ◆ Co-leads the Community School (with the Principal) – Together, they craft the vision and engage and excite others about the vision, ensure that programming is supporting the vision and outline the general direction of the partnership.
- ◆ The CSD serves as the lead for the non-instructional program in the school.

The Community School Coordinator's Skill Set (Essential Skills)

1. Assessing
2. Responding
3. Problem-Solving
4. Organizing
5. Communicating
(includes listening, speaking, writing, reading)
6. Demonstrating Value
7. Leading
8. Managing
9. Building Trust
10. Negotiating

The Roles and Responsibilities of the CS Coordinator

- ◆ Organizational representative
- ◆ Manages programs
- ◆ Educates on CS
- ◆ Manages staff
- ◆ Brokers and tends to relationships
- ◆ Engages family and community
- ◆ Oversees or leads communication to public about CS
- ◆ Develops partnerships
- ◆ Creates opportunities for involvement
- ◆ Maintains “swinging door” relationships with community

Honing Skill Sets: A Developmental Process

- ◆ It is important to know how to seek out supervision to practice or gain effective negotiation or other skills for such situations
- ◆ Don't join crazy! Know when to hold back, step back, observe and when to step-in
- ◆ Remember: It's not personal, It's not about YOU!
- ◆ Don't fear confrontation—EMBRACE it.
- ◆ Look for opportunities to demonstrate value. Look for a situation that you can help resolve.
- ◆ Focus on specific areas to “operationalize” the concept of lead partner such as after school or health/mental health services.

Key Components of a Community School

- ◆ Programs & Services
- ◆ Management & Governance
- ◆ Staffing
- ◆ Parent Engagement
- ◆ Community Involvement
- ◆ Partnerships
- ◆ Evaluation
- ◆ Sustainability

Source: Community Schools in Action: Lessons from a Decade of Practice. Oxford University Press, 1985.

**Moving Toward
Coordination
&
Integration**

Moving from Co-location to Integration

Activity	Co-Location	Integration
Parent Engagement Activities/ Events	Separate events for school and after-school	Joint planning and design with Parents, veteran parents deliver the Orientation Night

Strategies for Working Together

- ◆ Orientations at the start of each year
- ◆ Focus groups on student needs
- ◆ Individual meetings with teachers, parents
- ◆ Attending grade-level and staff meetings
- ◆ Mental health consultation with teachers (can include classroom management observations)
- ◆ Joint and cross-sharing of professional development (e.g., ages and stages of child development; home-school connection)

More Engagement Strategies

- ◆ Recognition events (teacher, parents, students)
- ◆ Outreach to and relationship-building (with union chapter leader, custodians, main office staff) in your school
- ◆ Using common core standards to integrate OST with core instructional program
- ◆ Being a good partner in sharing space
- ◆ Hiring teachers in OST programs (ed. coord.)

Getting Started

- ◆ Needs Assessment
- ◆ Resource Inventory
- ◆ “Visit” your school (and others)
- ◆ Build relationships
- ◆ Schedule meetings

A Coordinator's Perspective

Nilka Rivera

MS 376

Community School Coordinator

YMCA of Greater New York

Discussion Points

- ◆ History of YMCA work at the Antonia Pantoja Preparatory Academy, MS 376
- ◆ Consistency is Key
- ◆ How your role evolves over time
- ◆ Importance of a Needs Assessment with a variety of stakeholders: Teachers, Parents, Students
- ◆ Establishing strong relationships
- ◆ Where I started/Where I am now



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