



Site Coordinator Position Description: Edmund O'Neal Middle School (Albany, NY)

General Function

To support the United Community Schools (UCS) mission to create schools as centers of the community, the Site Coordinator will initiate, facilitate, and maintain programs and strategies that are aligned with the school's vision and mission, as well as youth and community development goals. He/she develops and promotes resources that support academic achievement for students; increase the health and well-being of students and families; enhance community and individual assets, meet critical human service needs, and promote long term community solutions.

Skills

This position requires a person who is a self-starter and a self-directed learner with excellent organizational and management skills including training, program evaluation, data management, written and oral communication, and fund/resource development. The Site Coordinator should be a leader in the building, assuming a role similar to that of an additional assistant principal. Strong interpersonal skills are necessary including networking, grassroots community organizing, teambuilding, and collaborative leadership. This person should be able to work independently as well as part of a team. The Site Coordinator, serving as the United Community School "ambassador" for their school, will be able to articulate the UCS mission through writing, speaking in public and in one-on-one meetings. Ability to be flexible and work non-traditional hours when needed is expected.

Preferred Qualifications

- Experience with Albany public school system and / or non-profit sector.
- Experience with working with a wide range of professional backgrounds.
- Ability to work effectively with school-aged youth, educators, families and communities.
- Bachelor's Degree required, Master's Degree preferred.
- Bi-lingual skills may be needed depending on the needs of the school.
- Minimum 5-years professional experience.
- Experience in program management and coordination.
- Knowledge of Albany neighborhoods.
- Fingerprinting and background clearances.

Principal Activities

- Lead the school needs assessment and community assets identification process in support of the United Community Schools strategy.
- Engage the school community (administrators, teachers, non-teaching staff, parent coordinator, PTA, community members) to support student achievement and align resources to the United Community Schools vision and goals.
- Work with the School Advisory Board to make decisions on managing and monitoring the effectiveness of program and service partners.
- Collect, analyze and use data to inform decision making and program evaluation.
- Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including participation in community groups and/or committees.
- Attend community-related events such as Common Council meetings, School Board meetings, local police precinct community meetings, and the like.



- Provide oversight and coordination of services and programs for students, families and the community during and after the school day and throughout the year.
- Manage partnerships to ensure that ongoing programs are effective, seamlessly integrated into the workings of the school and sustainable; and broker new partnerships that are aligned with school goals and needs.
- Serve as key contact for programs and services, including the communication and coordination of activities.
- Maintain up-to-date records and required grant paperwork for all programs including agreements for all partners and vendors.
- Participate in grant-seeking and other fund development activities.

Please send cover letter and resume to: application@ucsuft.org.

NOTE: The chosen candidate for this position is expected to live in or relocate to the greater Albany area and will be an employee of the City School District of Albany.