

Plumas Charter School
Community Resource Coordinator
Board Approved: 3.27.23

Description:

The Community Resource Coordinator will assist the School Director(s) with the planning and implementation of the California Community Schools Partnership Program Grant (CCSPP). The coordinator will be responsible for working with various county agencies in order to bring needed resources into school sites in support of providing all families with wrap-around services as needed. The coordinator will also be responsible for working directly with families to make the necessary connections with needed resources.

Primary functions are:

- ❖ To establish and maintain a positive and effective working relationship the following county agencies (list is not exhaustive) for the planning and implementation of the CCSPP.
 1. Plumas County Social Services
 2. Plumas County Child Protective Services
 3. Plumas County Behavioral Health
 4. Plumas County Sheriff's Department
 5. Plumas Rural Services
 6. Plumas District Hospital
 7. Roundhouse Council
 8. Greenville Rancheria
 9. Dixie Fire Collaborative
 10. Indian Valley Food Pantry
- ❖ To develop and implement a whole school needs assessment
- ❖ To develop and implement a grant program tracking mechanism
- ❖ To work closely with school nurses and therapists to ensure available onsite services are maximized
- ❖ To work closely with school administration to monitor need trends and other school demographics
- ❖ To work directly with PCS families to ensure that all are connected to and accessing needed resources
- ❖ To provide training and support to PCS families and staff on topics relevant to the CCSPP grant
- ❖ To plan and coordinate school community events relevant to the CCSPP grant
- ❖ To work closely with school administration around attendance accountability including implementing the SARB (Student Attendance Review Board) process

Experience, Education and Qualifications:

- ❖ Bachelor's degree and experience working with county agencies preferred
- ❖ Proficient with various computer formats and programs including, Windows, MS Office, and google based applications
- ❖ Demonstrate competence in communicating effectively with children, staff, parent, and outside agencies
- ❖ Maintain confidentiality and exhibit professional demeanor
- ❖ Demonstrate sensitivity to needs of diverse groups
- ❖ Ability and desire to work collegially

Reports To:

Executive Director(s)

Physical Demands:

Ability to:

- ❖ Sit and stand for extended periods of time.
- ❖ Travel to sites within and outside the District.
- ❖ Stoop, extend and reach.
- ❖ Lift up to 30 pounds.