



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Community Support Service Coordinator
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Director of Communication

**Position Summary:**

SLPS Community Service Coordinator works in a variety of settings. The Coordinator manages and coordinates all programs and activities that support students and their families' emotional, social and health needs. Services may include: family support, after school programs, mental health services, parenting involvement and leadership, linkages to early childhood and high school programs, prevention and early intervention, adult education, and academic supports.

**Essential Functions:**

- Completes assessments to identify each person's needs and desires. Use formal and informal tools to gather information needed to assist their needs and wishes.
- Coordinates programs for each person supported, analysis of program plans and monitoring progress through observation and record report review.
- Assures best practices are observed consistently by staff through training –in-services and specific direction; recommends new policies and procedures as necessary.
- Takes initiative and exhibits leadership.
- Sustain partnerships with both St. Louis City and County services and non- profit agencies to provide support and opportunities to students and families that qualifies the different organizations missions.
- Assist in the design, development, coordination and implementation of special projects.
- Serve on the school site council, school leadership team, and other school committees.
- Maintains customer service. Attends training to remain knowledgeable about current services to support people with mental illness.
- Other duties as assigned by Community Services Manager.

**Experience:**

- Experience w/ school based integrated services and/ or collaborative services.
- Experience in management/ administration in a non- profit and/ or human services setting.

**Education:**

- Bachelor's Degree or higher.

**Knowledge, Skills, and Abilities:**

- Ability to work effectively with students
- Effective Oral Communication
- Effective Written Communications
- Customer Service
- Computer Literacy
- Professionalism
- Ability to work effectively with students



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**Physical Requirements:**

- Sitting, walking, reaching, pushing, and talking.
- Clarity of vision at 20 inches or less at 20 feet or more.
- Sedentary Work- exert a negligible amount of force continuously and/ or up to 5 pounds of force frequently and/ or up to 25 pounds occasionally to lift, carry, push, pull, or otherwise move objects.

**Working Conditions and Environment:**

- Environmental and atmosphere conditions commonly associated with the performance of the functions of this job.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee      Date

\_\_\_\_\_  
Immediate Supervisor      Date

\_\_\_\_\_  
Human Resources      Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***