



## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** Full Service Community Schools Coordinator

**Program:** Conditions for Learning (CFL)

**Reports To:** CFL Director

**Location:** Southeast Alaska (preferred)

Full-Time Position Available

The Association of Alaska School Boards is looking for an individual or individuals with project management experience to serve as the Southeast Alaska Full Service Community Schools Coordinator. This position is committed to improving the lives of students in Southeast Alaska.

The Southeast Alaska Full Service Community Schools Coordinator is the lead project coordinator at the Association of Alaska School Boards for the Full Service Community Schools (FSCS) grant funded by the US Department of Education.

This position supports each school-based coordinator in Juneau, Yakutat, Hydaburg, Angoon, and Klukwan to achieve the four pillars of Full Service Community Schools. 1) Integrated supports for students and their families (health, mental health basic needs); 2) Learning and enrichment; 3) Family and community engagement; 4) Collaboration and Alignment

The schools include Juneau schools Sayéik and Kax Di Goowu Héen, Angoon School, Klukwan School, Hydaburg School, and Yakutat School.

### **Key Responsibilities:**

#### Structures and Partnership:

1. Coordinate efforts with school and district staff and funded organizations to help carry out the goals of each site and community plan.
2. Coordinate efforts with school district staff and funded organizations to implement an incentivized learning and coaching (family partnership, trauma engaged, culturally responsive schools)
3. Work closely with the Central Council of Tlingit and Haida Indian Tribes of Alaska and other regional partners to achieve the goals of community schools.
4. Support a coalition and workgroups to coordinate activities including family activities, learning opportunities, health and mental health services.
5. Identify key service and opportunity gaps for students and families.

#### Resource Development, Professional Learning, and Coaching:

6. Help to develop tools, calendars, training, and coaching support for school staff working readiness and transitions during Kinder and post-secondary.
7. Support school-based coordinators and staff to deepen family partnership efforts.
8. Provide tools and action steps for site-based equity committees.
9. Work with the AASB grant management team, evaluation team, and communication team to support federal reporting, monitoring, and celebrating success.

10. Serve as a link to professional learning, coaching, mentoring, and opportunities.

Other duties as requested by our community partners or AASB team.

**Qualifications and Experience:**

- Lived experience in Southeast Alaska is preferred
- \* Experience with Tlingit and Haida cultures and organizations are preferred
- \* Strong relationship skills and ability to strengthen partnerships.
- Experience working within school settings.
- Foundational knowledge of mental health, health, and child development.
- Excellent interpersonal, organizational and verbal/written communication skills.
- Strong skills in professional coaching and adult learning.
- Strong relationships with Tlingit and Haida families and community organizations.
- Experience networking and creating community partnerships.
- Experience working with stakeholders to carry out shared plans
- Ability to maintain confidentiality.
- Ability to manage competing requests and activities.
- Energetic and comfortable working among diverse communities; high degree of effective customer service and case management skills.
- Calm decision-making skills to help school staff, community partners, and other stakeholders navigate complex situations.
- \* Projects a caring and professional image to all partners, school staff, and families.

**Preferred:**

- Master's degree in education, social work, or community development.
- Education can be replaced with extensive experience working on systems change or community organizing, early childhood, or other similar areas.

The ideal candidate will be located in Juneau, or willing to relocate.

Residence and remote work in Yakutat, Hydaburg, Angoon, or Klukwan may be considered.

**Working Conditions:**

This position is full-time. Some remote office work is possible.

**Physical Demands:**

Some lifting required (up to 40 lbs). Long hours on the computer keyboard. Prolonged periods of standing and/or walking.

**Salary/Benefits:**

Full-time positions receive a generous leave and benefit package.  
Hours can be negotiated upon hiring.

**To Apply:**

Please apply by sending a resume and cover letter to [lmiller@asb.org](mailto:lmiller@asb.org).

**Position is open until filled.**

Please contact Claudia Plesa [cpleasa@aab.org](mailto:cpleasa@aab.org) or Lori Grassgreen at [lgrassgreen@aab.org](mailto:lgrassgreen@aab.org) for more information.

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