



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

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

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

**Reports To:** CFL Director

**Location:** Juneau (preferred) Remote within partner communities considered

**Revised Date:** 5/1/2025

**Minimum Salary:** \$71,000

**PTO Tier:** 1

**FLSA Status:** Exempt

### **Position Summary**

#### **Make a Difference in Southeast Alaska**

The Association of Alaska School Boards (AASB) seeks a dedicated and experienced individual to serve as the Southeast Alaska Full Service Community Schools (FSCS) Coordinator. This vital role focuses on improving the lives of students and families in Southeast Alaska by strengthening partnerships and enhancing support systems within our partner school communities: Juneau (Sayéik Elementary, Kax Di Góowu Héen Elementary), Angoon School, Klukwan School, Hydaburg School, and Yakutat School.

If you are passionate about community collaboration, student well-being, and relevant learning please consider applying.

#### **About the Role:**

The FSCS Coordinator works collaboratively with AASB staff, school/district personnel including local FSCS Coordinators, the Central Council of Tlingit and Haida Indian Tribes of Alaska (CCTHITA), Sealaska Heritage Institute, and other regional partners. You will play a key role in developing structures, facilitating learning experiences, and providing coaching support to enhance the implementation and impact of FSCS activities.

Your work will focus on strengthening the structures, professional learning, co-facilitated approaches, and tools available for FSCS partners to carry out their work in these areas:

1. **Wrap-around Supports:** Enhancing services for students and families during key transitions (health, mental health, basic needs).
2. **Learning and Enrichment:** Expanding culturally relevant, social-emotional, and academic opportunities.
3. **Family and Community Engagement:** Deepening partnerships between schools, families, and the wider community.
4. **Coordination and Collaboration:** Improving alignment and communication at the community level, within schools, and across the project network.

### **Key Responsibilities**

#### **Partnership and Structure Development:**

- Help schools and partner groups plan their work and carry it out to meet the goals for each specific location.

- Bring school staff and partner groups together to plan and do activities that help each school achieve its own unique goals.
- Help put learning and coaching programs into action that focus on working with families, understanding trauma, and making schools fit the students' culture.
- Collaborate closely with Tlingit and Haida and other regional partners to advance community school objectives.
- Strengthen and support community coalitions and workgroups to coordinate and deliver activities such as family events, educational opportunities, and access to health and mental health services.
- Identify key service and opportunity gaps impacting students and families in partner communities.

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

- Assist in developing practical tools, calendars, training modules, and coaching support for school staff focusing on kindergarten readiness and post-secondary transitions (including intake processes, data tracking, and team coordination).
- Support school-based coordinators and staff in deepening their family partnership strategies and practices.
- Provide actionable tools and guidance for our staff, school boards, school staff, and community partners.
- Collaborate with AASB's grant management, evaluation, and communication teams to support federal reporting, monitoring progress, and celebrating successes.
- Connect partners to relevant professional learning, coaching, mentoring resources, and opportunities.
- Perform other duties as requested to support community partners and the AASB team.

## **POSITION QUALIFICATIONS**

### **Education:**

#### Preferred:

- Master's degree in a relevant field (e.g., Education, Social Work, Community Development, Public Health). (*Relevant experience may substitute for a degree*).
- Education can be replaced with extensive experience working on systems change or community organizing, early childhood, or other similar areas.

### **Experience:**

- Proven ability to build strong relationships and foster effective partnerships.
- Proven ability to coordinate internal team roles and functions.
- Experience working within school settings or youth/family programs.
- Excellent organizational and communication skills (both verbal and written).
- Demonstrated ability to manage competing requests, prioritize tasks effectively, and maintain confidentiality.
- Foundational knowledge to support student/family well-being (e.g., mental health concepts, health services, child development).
- Experience working effectively and respectfully within Southeast Alaska Communities; high degree of cultural competency.

- Calm and effective decision-making skills to navigate complex situations with stakeholders.
- Professional demeanor and strong customer service/case management orientation.
- Ability to travel within Southeast Alaska as needed.

**Knowledge, Skills & Abilities:**

- Lived experience in Southeast Alaska.
- Significant experience and strong relationships with Tlingit and Haida cultures, families, communities, and organizations.
- Experience in professional coaching, adult learning facilitation, or training delivery.
- Experience with networking, community organizing, systems change, or collaborative project implementation.
- Experience with grant reporting or program evaluation support.

The ideal candidate will be located or willing to relocate to Juneau. Residence and remote work in Yakutat, Hydaburg, Angoon, or Klukwan may be considered.

**Working Conditions:**

Ideally based in Juneau, AK. Willingness to relocate is a plus. Residence and remote work based in SE Alaska may be considered, contingent on the ability to fulfill travel and coordination needs.

This position can be structured as full-time or part-time, with hours negotiable upon hiring (typically 20-40 hours/week). Some remote work is possible.

**Physical Demands:**

Requires significant computer use, prolonged periods of sitting/standing/walking, and occasional lifting (up to 40 lbs).

**Salary/Benefits:**

Full time salary range is between \$71,000-\$82,000 annually, depending on experience and training. Full-time positions receive a generous leave and benefit package, including medical insurance, professional development support, pension, and a tax sheltered annuity.

**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 [cplesa@asb.org](mailto:cplesa@asb.org) or Lori Grassgreen at [lgrassgreen@asb.org](mailto:lgrassgreen@asb.org) for more information.

**About the Association of Alaska School Boards (AASB):**

AASB is a membership-based, non-profit organization dedicated to advocating for Alaska's children and youth. We support school boards and school districts statewide in their efforts to provide quality public education focused on student achievement through effective local governance. Learn more about [AASB](#) and about [Full Service Community Schools](#)

*AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on experience, qualifications and job requirements.*