



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

**Position Title:** Full Service Community Schools Project Coordinator  
**Program:** Conditions for Learning (CFL)  
**Reports To:** CFL Director  
**Location:** Juneau (preferred), Remote within partner communities considered

**Revised Date:** 12/16/2025  
**Minimum Salary:** \$71,000  
**PTO Tier:** 1  
**FLSA Status:** Exempt

### **Position Summary**

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

The Association of Alaska School Boards is looking for a system-oriented, collaborative, and flexible project lead to serve as the Southeast Alaska Full Service Community Schools (FSCS) Project Coordinator.

The FSCS Project Coordinator is funded by a US Department of Education Full-Service Community Schools grant.

The FSCS Project Coordinator is charged with creating a unified approach to support each district and the AASB staff in delivering the four Full-Service Community Schools pillars (Integrated Student Supports, Expanded Learning, Family/Community Engagement, and Collaborative Leadership) of Southeast Alaska's FSCS School Improvement model.

This position primarily supports AASB's internal full-service team, who in turn, supports each school-based coordinator in Juneau (Sayéik and Kax Di Goowu Héen schools), Yakutat, Hydaburg, Angoon, and Klukwan.

### **Key Responsibilities**

1. Coordinate the internal FSCS team, including facilitating team meetings, creating project timelines, tracking project deliverables, monitoring partner implementation progress, and supporting collaboration.
2. Foster a supportive, relationship-centered approach to ensure project activities remain aligned with the pillars and established grant timelines and that project deliverables are successfully achieved.
3. Coordinate efforts across partner schools, districts, and other funded organizations.
4. Work closely with AASB's communications and logistics team to ensure that all project stakeholders receive up-to-date information about project deadlines, learning opportunities, and program best practices.
5. Work with the AASB grant management team, evaluation team, and communication team to support federal reporting, monitoring, and celebrating successes.

6. Work with the internal team and partners to develop tools, share resources, and develop systems that support and expand implementation. This can include the development of frameworks, coaching resources, meeting content, agendas or other materials.
7. Utilize data such as School Climate and Connectedness Survey results, program reach numbers, and DEED academic and attendance data to help inform planning, professional development needs, and resource creation.
8. Coordinate virtual and in-person learning opportunities for school coordinators.
9. Organize and curate resources to support implementation and respond to the unique needs of participating sites.
10. Serve as a link to professional learning, coaching, mentoring, and other opportunities.
11. Other duties as requested by our community partners or AASB team.

### **Position Qualifications**

#### **Required Qualifications and Experience:**

- Project management skills and experience (1-3 years)
- Lived experience in Alaska; Southeast Alaska preferred
- Experience working within school settings
- Strong relationship skills and ability to strengthen collaboration among partners
- Excellent interpersonal, organizational and verbal/written communication skills
- Strong intercultural competency skills; comfortable working among diverse communities

#### **Preferred Qualifications and Experience:**

- Master's degree in education, social work, public health, evaluation, or community development.
- Education can be replaced with extensive experience working on systems change or community organizing, education, early childhood, or other similar areas.
- Experience with Tlingit and Haida cultures and organizations
- Foundational knowledge of one or more FSCS content areas: school improvement models; kindergarten transition; postsecondary preparation and transition; culturally responsive education; school/family partnership.

#### **Working Conditions:**

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

#### **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, and a 403b plan.

**To Apply:**

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

Please contact Lori Grassgreen at [lgrassgreen@asb.org](mailto:lgrassgreen@asb.org) for more information.

*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.*