



**Position:** Community School Site Coordinator

**Location:** Myers-Wilkins Elementary School

**Employment Type:** Exempt. Typical onsite schedule of 8:00 am - 4:00 pm with some required evenings and weekends

**Reports to:** Program Development Director

**Salary:** \$47,000-50,000, employee medical, dental, and vision benefits, generous paid leave, and access to retirement plan

**Mission:** The Duluth Community School Collaborative promotes wellbeing and success for Duluth Public Schools students and families by co-creating, celebrating, and mobilizing for equitable educational experiences.

**Vision:** Students and families flourish in connected schools and communities.

**Purpose:** The Duluth Community School Collaborative (DCSC) is seeking a passionate community-builder to join our team as the Community School Site Coordinator at Myers-Wilkins Elementary. The Site Coordinator will work in partnership with the school-based team, under the guidance of the Principal and direction of the Program Development Director, to build a community of success. The Site Coordinator will work closely with students, school staff, families, and community partners to facilitate connections, coordinate programs, ensure integration of Full-Service Community School (FCSC) model and alignment of services with the goals and objectives of the DCSC vision and mission.

#### **Essential Functions:**

##### ***Collaboration and Shared Leadership - est. 60%***

- Support the alignment and successful implementation of the Full-Service Community Schools model (FSCS).
- Build a leadership team that will assess data and identify clear priorities for the school community, which will be re-assessed each year based on youth, family, and community voice.
- Connect in meaningful ways with families through various means to ensure their voices are heard, share their wisdom, and needs are being identified and met.
- Collaborate with FSCS staff to identify and provide support for student well-being and academic needs.
- Partner with FSCS staff to identify opportunities for programming to integrate, support, and reinforce teaching and learning during the school day, after school, and summer.
- Participate as a key member in school teams, including attendance team, school climate, and other committees; as well as advise the principal and school administrators on how to integrate partners and community members into these committees.
- Assist in gathering information, clarify challenges, and develop solutions related to attendance, including information about home language and culture; parent perceptions of the child's needs, development, and health; and the student's relationships and functioning in the school community.
- Research, analyze, and synthesize relevant data to provide suggestions for programmatic decisions while maintaining a lens for access, equity, and increasing student achievement.

##### ***Family and Community Engagement - est. 40%***

- Lead or participate in family engagement events with the school and community partners.
- Coordinate educational opportunities for the family related to academics, basic life skills, or other identified needs.
- Participate in community committees and meetings that increase community engagement and volunteer efforts.
- Build strong relationships with school partners, cultural community organizations, and other like-minded organizations and identify opportunities for them to align to the school vision.
- Attend DCSC meetings and work closely with other staff to ensure alignment of DCSC services with mission, goals, and objectives.
- Conduct ongoing resource-mapping and needs assessments.

**Job Qualifications:**

- Bachelor's Degree and/or commensurate experience in education, youth development, or related field.
- 3 years experience working with youth, families and/or community-related organizations.
- Experience coordinating and serving on collaborative teams.
- Ability to relate with elementary youth and families.
- Ability to relate and communicate effectively with people of diverse cultural, ethnic, and socioeconomic backgrounds.
- Plan and coordinate a system of youth programs and services supported by DCSC.
- Ability to understand and work with various community agencies and their delivery systems, including schools, country, state, and social services agencies.
- Possess a high level of interpersonal skills.
- Ability to prioritize work and manage multiple tasks with efficiency.
- Analytical and use data to make informed decisions
- Possess a systems approach with the ability to make connections and align services to better support student learning and engagement.
- Ability to ignite and support change, encouraging leaders to be open to new approaches to collaboration with the goal of achieving improved outcomes.
- Strong oral and written communication skills.

**To apply,** send a cover letter and resume to [apply@duluthcsc.org](mailto:apply@duluthcsc.org). Applications close at the end of the day on January 23, 2026.

*It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.*