



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

COVID-19 Community Schools Manager Part-Time Position (3 days per week)

Primary Function

To provide District-wide on-site support for Community Schools pandemic related initiatives.

Organizational Relationship

The COVID-19 Community Schools Manager reports directly to the Community Schools Program Director. The COVID-19 Community Schools Manager also works collaboratively with other CSMs.

Desired Qualifications

- Bachelor's degree in a relevant field such as public health, social work, education, or social policy
- Experience with project management, collaboration, supervision, and evaluation
- Background working with youth, within public education or community-based work
- Ability to maintain effective community partner, family, student and co-worker relationships. It is critical to understand community needs and how to utilize and articulate strategies to promote community impact.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to understand and carry out oral and written directions
- Background working with not-for-profit community agencies
- Ability to speak, write, read, and understand English
- Ability to handle student information with confidentiality
- Ability to physically move about the district buildings and grounds
- Position requires travel within the community
- Fluency in a second language, preferred

Performance Responsibilities

1. Steward and serve as the point of contact for pandemic related partnerships for students and families and support site-level program implementation.
2. Develop, implement, and maintain programmatic/event tracking and reporting systems for pandemic related services.
3. Facilitate the cross-referral of students and families between service providers.
4. Facilitate the ongoing communication between service providers, teachers/mental health team, administration, parents and students.

February 14, 2022



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5. Support ongoing pandemic related needs assessments in order to identify gaps in programs, services, and supports as well as capacity and assets.
6. Co-plan and co-facilitate Health and Wellness Community School Work Group and South Asian Food Security Coalition.
7. Serve as an active member in the quarterly Advocate Health Center and Heartland Health Center Community Partnership meetings.
8. Attend the weekly Community Schools team meeting and the weekly CSM meeting as needed.
9. Contribute to grant applications and reports as needed.
10. Other duties as assigned.

Term of Employment

Hourly rate \$23.26 plus benefits. This is a part-time (3 days per week) 12-month position that may have evening and weekend responsibilities, including a potential non-traditional schedule with hours as early as 7am or late as 9pm. Due to the nature of the duties for this position, the COVID-19 Community Schools Manager's hours are flexible. Final schedule will be determined based on the Community Schools initiative needs. Salary established by the Board of Education and PSRP agreement.

Evaluation

Performance will be evaluated in accordance with the PSRP Agreement.