



Community Schools



Coordinator Selection Guidance

May 6, 2021

Dear Principals and UTLA Chapter Chairs of Recommended Cohort 2 Community Schools,

Again, congratulations for being recommended for Community School designation. As you are aware, LAUSD Community Schools are required to hire a full-time, certificated Community School Coordinator (CSC) per the Memorandum of Understanding between LA Unified and UTLA (Link: [CS MOU 01202019](#)). The CS Coordinator will have specific roles and responsibilities in forming teams, leading the community needs and assets assessment process, managing partnerships, and guiding the school's adoption of the Community School model. The success of your Community School will rely heavily on the strength and synergy of your Community School Coordinator and your LSLC/GSC. Therefore, selecting a coordinator should be considered the most important initial task associated with becoming a Community School. Due to the importance of this position, schools are strongly encouraged to convene an interview committee composed of representatives from each stakeholder group: parents, faculty, staff, students (at secondary schools) and administrators.

The CS Coordinator is charged with continuously evolving and implementing Community School strategies at the school site. The CSC should be: a systems manager and thinker, a team builder, well respected by each stakeholder group, a strong coach, and a coalition builder. CS Coordinators demonstrate a high degree of cultural awareness and competency in cross-cultural practice in all aspects of their work. For the complete job description/position flier use the following link [LAUSD CS Coordinator Job Description](#).

Please note that the CSC must be a certificated employee of LAUSD and a UTLA represented position that is recommended by the school principal and elected by UTLA members at the school site. For further details about the selection process, please refer to the Collective Bargaining Agreement (Link: [CBA Article IX-A Assignments, Sections 5.1 5.1 6.0](#)). *Please note that the CS Coordinator confirmation process must be completed again in 2022, prior to the selection of classes, as per Article IX.A, Section 6.0, c1*

For your convenience, we are providing a bank of sample interview questions on the following pages. The last page of this guide contains links to two rating rubrics; a paper screening rubric and an interview rubric, for your consideration.

The recommended timeline for the coordinator selection process is

- By 5/10-** Announce position internally using the provided flier. Allow 5 working days for candidates to apply.
- By 5/18-** If one or fewer candidates apply, fly position districtwide. Allow 10 working days for candidates to apply.
- By 5/22-** establish and train interview committee.
- By 6/4 -**conduct paper screening and interview candidates. Select one candidate
- By 6/8-** conduct confirmation vote
- By 6/9-**Submit Intent to Hire to HR Specialist and RPA to Fiscal Specialist
- By 6/11-** announce results to school community

Coordinator Selection Guidance, cont.

Part 1: Sample Interview Questions

GENERAL/OPENING QUESTIONS

- Tell us about your professional experiences that have led you to the point in your career where you are ready to apply for the Community School Coordinator position?
- Why do you want to be the CSC at our school?
- Describe what the word “community” in Community Schools means to you?

EXPERIENCE

- Have you ever worked with or volunteered for a non-profit and/or a human services organization? If so, can you tell us about that experience?
- Tell us about your experiences in collaborative meeting facilitation, problem solving, and teambuilding.
- Tell us about any knowledge and appreciation you have of the challenges faced by educators.
- What experience have you had with data collection, data reporting, and what tools do you use to manage data collection?
- Tell us about a situation in which you had to negotiate and mediate to attain a “win-win” situation.
- What experiences have you had working on grants or fundraising?
- Describe your knowledge of and experience in working with the School Site Council (SSC), English Learner Advisory Council (ELAC), Local School Leadership Council (LSLC) and/or School Governance Council(SGC).
- The Community School Coordinator is very different from your current role as a _____. Which of your skills and competencies will help you be successful in this role as Community School Coordinator? What skills or competencies will you need to further develop to be successful in this role?

SKILLS

- What District applications are you familiar with?
- What computer programs are you familiar with?
- What unique skills do you bring to the CSC position?

PILLAR WORK

INTEGRATED SERVICES

- How would you determine what partnerships are necessary at our school? And how would you go about sustaining them?

PARENT AND COMMUNITY ENGAGEMENT

- What are examples of meaningful parent engagement you have been a part of or witnessed?
- What do you believe are some indicators of deep parent and/or community engagement at a school?
- Once data has been collected, if there are a number of parents/caregivers who do not feel welcomed at our school, what steps would you take to address this?

Coordinator Selection Guidance, cont.

Part 1: Sample Interview Questions, cont.

- We will be tasked with engaging 75-100 % of all students, staff, families and community, share ideas about how you would help us reach this goal?
- What traditional communication channels will you leverage and what new approaches to communication will you use to increase engagement and buy in from students, staff, parents, and community?

EXPANDED AND ENRICHED LEARNING OPPORTUNITIES

- How would you identify needs and develop programming related to expanded and enriched learning opportunities that is community responsive?

COLLABORATIVE LEADERSHIP PRACTICES

- Please describe a project where collaborative leadership/collective leadership was a shared practice value? Who was involved? What was done and how were you involved?
- How would you begin to help institutionalize decision-making roles for parents and students within our Community School?
- Collective decision making is often a slow process. What ideas do you have to engage all stakeholders as well as streamline the decision making process?

CLOSING QUESTION

- If you become _____'s Community Schools Coordinator what will you do over the next two years to ensure that our school has the foundation and framework to sustain the community school model into the future?

Part 2: Rating Form/Evaluation Rubric

The paper screening rater form should be used in tandem with the statement of interest and resume submitted by each applicant (link: [Paper Screening Rater Form](#)). The goal in using this tool is to gain a sense of the applicant's breadth of experience and level of written communication skills. The rubric is a template that each member of the interview committee can use to record scores and comments as the applicant responds to the interview questions. Note: the template includes most questions from the bank of questions. Download and save a copy of the template, then delete/add questions to suit your needs. (Link: [Interview Rubric](#))

Part 3 Confidentiality Procedures

Please note that each member of the selection committee is required to keep all information viewed and discussed confidential-before, during, and after the selection process. All documents related to rating an applicant as well as all statements of interest and resumes must be returned to the administrator once the selection process is complete. The administrator must keep all materials in a secure location for a three year period.

Should further information or additional assistance be needed, please contact us. If you would like your school's Selection Committee to engage in a training session prior to beginning the hiring process, please reach out.

Cora Watkins, Coordinator
cwatkins@lausd.net

Esperanza Martinez, Community Schools Coach
emartinez@utla.net

