



Port Chester-Rye Union Free School District

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www.portchesterschools.org

Aurelia L. Henriquez, Ed.D.
Superintendent of Schools

POSTING

DATE: November 9, 2022
FROM: Aurelia Henriquez Ed.D., Superintendent
TO: All Instructional Staff
RE: Anticipated Opening

It is anticipated that the following positions will be available for 2022-2023 school year:

Position: Community School Coordinator
Certification: School Social Worker, Bilingual Extension preferred

1. Assists in planning a full service concept for schools.
2. Assesses the needs of school communities in order to coordinate and procure community services.
3. Assures that the full service Community School program is carried out within the context of partnership and collaboration through activities that support parental involvement and assures the functioning of all programs (health, mental health, after school, PDS) including site use.
4. Provides daily and monthly updates to Principal and Community School Advisory Board.
5. Provides a full services school environment that promotes home/school connections.
6. Communicates and serves as liaison between schools and collaborating community based partner organizations.
7. Works with various community organizations and County agencies in meeting the various needs of the School Community.
8. Assists with grant writing and on site facility use by community agencies and other organizations.
9. Oversees development, implementation and evaluation of the Full service Community School Plan.
10. Publishes quarterly School Community School newsletter for families, community members and collaborating organizations.
11. Represents the school at community meetings and events.
12. Participates actively in school wide planning and governance teams.
13. Develops/updates instruments to gauge partnership effectiveness through the use of identified metrics within the designed instrument. Conducts need assessments/self-studies in order to develop an annual plan in collaboration with the principal, lead agencies, and advisory committees with the goal of improving programming outcomes. The annual plan is aligned with school improvement plan/goals and district initiatives.
14. Conducts parent/family workshops that focus on providing families with information on resources to help improve their quality of life or assisting in the education of their children.
15. Oversees social services for families as needed.
16. Assist in student social development and discipline matters as necessary.
17. Participates in other areas of the school as necessary.

High School

6th Period – Special Education Evaluator

6th Period – Spanish HLA

Candidates must possess the ability to communicate effectively with parents, students, and other constituent groups. Please send letters of application via email to cmaggi@pcrufsd.org by Tuesday, November 15, 2022. EOE

P. Silano	T. Memoli	Board of Education	C. Carroll	V. Lakestream
J. Ryan	M. Combs	High School	King Street	Edison
Middle School	Park Avenue	Kennedy	I. Tolentino	C. Kazim
M. Ritacco	D. Martin	emailed to all Staff	P. Swift	General Public