



**COMMUNITIES IN SCHOOLS**  
**POLICY AND COMMUNITY SCHOOL ADVOCATE**  
Job Description

Reports to: Executive Director  
Department: Program  
Classification: Exempt, 30 hours per week, Hybrid  
Salary Range: \$50,000-\$60,000

**Community School Summary**

The Policy and Community School Advocate serves as a Communities In Schools (CIS) lead in state and local level Community School work, participating in the growth, expansion, and sustainability of a local and statewide community school network. This position will assist with coordination of the CIS policy strategy as tied to CIS's community school planning. A primary focus is aligning the community school strategy in CIS programming and developing collaborative relationships with state and local partners to support community school work. The ideal candidate is a strong communicator who is skilled at building relationships, analyzing complicated political situations, and is passionate about the Communities In Schools mission.

**ORGANIZATION SUMMARY**

Communities In Schools of New Mexico (CIS) is a community school strategy working in northern New Mexico since 2012. Communities In Schools of New Mexico's mission is to surround students with a community of support, empowering them to stay in school and achieve in life. The heart of Communities In Schools' work is the building of trusting, long-term relationships between a CIS community school Site Coordinator and students, families, parents, school staff, and community partners and stakeholders, building a strong community and school vision for supporting vulnerable children on the path to success. Communities In Schools' primary goal is to mitigate obstacles that impede a child's social-emotional development and readiness to learn, to promote academic success, high school graduation, a pathway to college/ career, and opportunities to lead a productive and fulfilling life. Communities In Schools provides a comprehensive community school strategic approach that aligns with the Learning Policy Institute's and NM Public Education Department's Community School Framework.

Communities In Schools places full-time community school Site Coordinators in public schools to help increase graduation rates. Site Coordinators implement needs-responsive school-wide and individual supports based on five areas: attendance, basic needs, family engagement, and social-emotional/ behavioral well-being. Site Coordinators build trusting relationships with students, families, and school administration to help foster community and improve school culture. CIS currently serves 5,600 students in twelve Santa Fe schools and continues to grow.

CIS is a state affiliate of Communities In Schools National, the nation's number one dropout prevention program.

### **Communities In Schools/Community School Strategy**

As a Community School Strategy, CIS aligns with the Learning Policy Institute's community school framework, to integrate the Six Essentials of a Community School (Integrated Student Supports, Extended Enriched Learning Opportunities, Empowering Student and Family Engagement, Collaborative Leadership, Rigorous Community-Connected Classroom Instruction, and Culture of Belonging, Safety and Care) in and through CIS's Support Model. The Policy and Community School Advocate would become very familiar with this model and the Community School strategy, as well as map shifts within this model and strategy as they evolve. The position will support CIS in being current with strategy and statewide policy updates to ensure we are following best practices. Additionally, this position will promote the CIS model as a legitimate and unique approach in the Community School landscape.

### **RESPONSIBILITIES**

#### **Serve as CIS Lead in Community School Work at Local and State Level**

- Develop and implement CIS strategic community school goals in alignment with the NM Community Schools Act, NM Public Education Department, NM Center for Community School Excellence and the Española and Santa Fe Public Schools.
- Work with CIS program staff and CIS site coordinators to strengthen implementation of the community school pillars / essentials.
- Engage with NM Coalition for Community Schools and Policy Subcommittee, to support the expansion and sustainability of a statewide community school network through advocacy and policy recommendations.
- Collaborate with state partners to support development and implementation of the NM Center of Excellence for Community Schools that will provide an infrastructure of technical assistance, capacity-building supports, resources and tools for schools to support high-quality implementation and sustainability of the community school strategy.
- Collaborate with state and national partners in the development of the community school certification process.
- Attend Legislative sessions to advocate for community school policies and bills to support the Community School movement in New Mexico. This will include advocating for key policies coming before elected bodies, and coordinating advocacy and electoral activities with allies.
- Partner with Executive Director to develop the organization's policy agenda

**Community engagement** as the organization grows and evolves to strategically promote the CIS community school model to communities and develop partnerships to expand CIS's work in the region.

- Understand CIS's unique community school model/framework and key indicators of student success (attendance, basic needs, family engagement, and social-emotional/behavioral well-being), as well as the unique challenges faced by the students and families across northern New Mexico public schools.
- Communicate with broad network of partners, stakeholders and others to build knowledge of CIS's work
- Represent CIS at collaborative workgroups, community meetings and convenings.
- Plan and execute advocacy campaigns that motivate New Mexico citizens to speak to elected officials about important education issues
- Provide support and coverage, as needed, during elected official meetings including but not limited to the New Mexico legislative session, Legislative Education Study Committee meetings, and Public Education Commission meetings

### **General Responsibilities**

- Maintain organized file storage
- Proficiency in Google Suite Workspace
- Represent CIS at events and meetings as necessary
- Assist with coordination of community partners and volunteer appreciation events
- Lead the production of CIS annual and mid-year reports to a variety of stakeholders (primarily district partners and public sector funders).
- Understand and demonstrate the CIS mission, goals, and initiatives within the community.
- Contribute, with other administrative staff, to picking up mail, answering phones, greeting people, and responding to inquiries as needed/requested.
- Strong communication, leadership, and relationship-building skills
- A willingness to work with diverse community stakeholders
- Ability to write and speak clearly and persuasively, including speaking in small and large group settings
- Strong strategic thinking skills and an ability to analyze policies and institutions
- Passion for creating more high-quality schools
- Strong attention to detail and organizational skills as well as the ability to be flexible
- Ability to thrive with minimal direct supervision/management and ability to communicate effectively with internal and external teams
- Intellectual curiosity, commitment to New Mexico students, and a natural propensity for teamwork and networking
- Proven ability to meet multiple deadlines and balance numerous projects while maintaining a perspective on long-term goals
- Comfortable providing and receiving feedback

## **MINIMUM QUALIFICATIONS**

- Master's degree in social work, public administration, education, or related field required
- Minimum of 3 years in Policy and Advocacy
- 2 years working in or with public schools, public school districts, or comparable education environment
- Bilingual Spanish/English a plus

This is a 30 hour a week position, while primarily the job requires regular business hours, the position may be called upon to work varying hours including weekends and nights. This could include attending legislative meetings, legislative sessions, school board meetings, or campaign events. The role requires constant use of strong independent judgment, self-motivation, and the capability of doing all the above duties with minimal supervision.

## **MINIMUM COMPETENCIES**

- Demonstrable commitment to social justice and equity.
- Demonstrable commitment to quality education and youth development.
- Demonstrable ability to take initiative and be tenacious in problem-solving.
- Strong organizational skills and ability to multitask.
- Strong and patient communication skills and collaborative spirit.
- Experience using Microsoft and Google Suite

## **PHYSICAL REQUIREMENTS**

Work Environment: Office/Community

Lifting Requirement: 25 pounds

Travel Requirements: Regular travel, including training and meetings

Valid driver's license

Transportation

Auto insurance

Pass SFPS background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability or any other basis protected by applicable law.

The statements contained above describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the Executive Director.

By signing below, you agree that you have received and understand this job description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date