

Anglophone South School District

Anglophone South School District invites applications for the following position:

Community Schools Coordinator
36.25 hours per week Temporary Position
Effective Immediately – June 30, 2027, with the possibility of extension
Current assignment – Forest Hills School
Requisition #17269

The Community Schools Coordinator will be responsible for creating and managing partnerships and volunteers on behalf of Forest Hills School. Working with the district's Community Engagement Coordinator, knowledge of the area/surrounding community will inform the identification of local resources and opportunities that may not be immediately apparent to the district Coordinator. The Community Schools Coordinator will be responsible to ensure that proper communication with the school Principal is undertaken and that all partnership activity has been approved and supports the identified needs of the schools.

Reporting to the school Principal and the Community Engagement Coordinator, responsibilities include but are not limited to:

- Working with the school Principal and Community Engagement Coordinator to develop long-term strategic plans for local community and business involvement with the schools;
- Involvement in the day-to-day operation at the school level of learning programs, community development, education experience and community engagement within the school;
- Ensuring volunteers and community resources which deal directly with students in the schools, have been adequately cleared and trained (i.e. Policy 701, criminal record checks)
- Maintaining records and schedules of all community-based activities at the school;
- Acting as a liaison between the school and the community;
- Reporting regularly to the Principal and the Community Engagement Coordinator on best practices and new partnerships developed;
- Providing reports, updates and data as needed by the principal, district, partners, and Department of Education and Early Childhood Development promoting and creating local partnerships to support curriculum outcomes and the school's needs.

Required Qualifications:

- Bachelor degree in social sciences, education, health, or related field;
- Five years' experience working with children as well as youth and/or five years' experience in program planning, implementation, and evaluation.

Asset Qualifications:

- Recognized food safety certification
- A background in community development

Required Skills/Other:

- Valid driver's license and your own reliable transportation
- Excellent leadership, organizational, analytical and communication skills
- Ability to multi-task and work within tight deadlines
- Ability to work independently on tasks and projects

Salary: This position falls under the Public Service Alliance of Canada (PSAC) Union, Local 60702, School Business Officials, Pay Band 3 (\$2213-\$3053 bi-weekly).

Application:

How to apply if you are already on Fusion: Click this link [Opportunity Marketplace - Oracle Fusion Cloud Applications \(oraclecloud.com\)](#) and search requisition number 17269.

How to apply if you are currently external to Fusion (not already on Fusion): Click this link [Anglophone School District Careers \(oraclecloud.com\)](#) and search requisition number 17269.

Please note: **All applications must include a cover letter, resume, transcripts, and three work related references (one of which must be supervisory in nature), and should outline how you meet the qualifications of the position.**

Deadline for application is Thursday, September 10, 2026, 12:00pm.

Thank you in advance for applying. Only those selected for an interview will be contacted.