



Principal and CSD Shared Responsibilities

School / Principal's Responsibilities	CBO / Community School Director Responsibilities
• Lead the development of a shared vision for student success. • Provide a dedicated office space and landline. • Provide access to the building outside of school hours. • Share student and school data for outcome measurements and evaluation, as per the Confidentiality Agreement. • Include CSD in relevant school trainings, meetings and committee activities to ensure the alignment of school goals with ongoing school staff activities.	• Manage the ongoing development and coordination of services. • Serve as primary liaison between school staff, students, teachers, families, community members and service providers. • Lead the community engagement process, facilitating communication and building relationships with potential partners and volunteers. • Orient and align community partners. • Manage logistics of program operations. • Lead partnership meetings to ensure synergistic and integrated programming.
Shared Responsibilities	
• Hold standing check-in meetings on a weekly or bi-weekly basis to review progress, challenges and new initiatives. • Conduct ongoing assets and needs assessments. • Collect meaningful data to track program success. • Facilitate collaborative and strategic data and analysis. • Cultivate a culture of Continuous Improvement. • Engage the community in partnerships to: ○ Support student achievement; ○ Align resources to school vision, mission and Community Schools goals; ○ Promote long-term goals. • Inform all stakeholders of short-term and long-term challenges and successes.	