

JOB DESCRIPTION

DATE: November 2019
POSITION TITLE: Community School Director
CLASSIFICATION: Exempt
REPORTS TO: President, United Way of Marion County
Principal, College Park Elementary School
Community Partnership School Leadership Cabinet

PURPOSE OF POSITION:

- The Community School Director is employed by the Lead Partner but is accountable to the Principal and the Community Partnership School Leadership Cabinet. The Community School Director is the key individual charged with leading stakeholders and volunteers in carrying out the mission of the Community Partnership School. Along with the Leadership Cabinet and other committed parties, the Community School Director will set the vision and the direction of the Community Partnership School.

DUTIES AND RESPONSIBILITIES:

Vision and Direction:

- Guides high-quality program development, implementation and management.
- Partners with school leadership to manage and oversee the execution of a network of services within the school.
- Participate in strategic planning with school and community partners.
- Identify, develop and implement engaging and rigorous programming that supports the collective vision of a community partnership school.

Relationship Building & Community Engagement:

- Develop and nurture positive relationships with school administrators and relevant community agencies to carry out the partnership.
- Negotiate local collaborative service agreements and contracts in conjunction with school leadership.
- Represent the Community Partnership School at pertinent meetings/events.

Program Development:

- Develop and market programs that aim to increase educational opportunities and social connections for students.
- Develop and enhance tailored learning experiences for parent involvement and connect families with resources when appropriate.
- Identify providers for health care, translation services, after school programming, etc.

Administration and Management:

- Oversee that the program meets all licensing, contractual, quality management and outcome standards requirements.
- Develop and monitor the budget of each funding source and corresponding service array.
- Coordinate billing and budgeting with the finance department.

- Implement and manage the evaluation and reporting of data from each within the service areas.
- Participate in fund-raising and grant writing activities.
- Participate in the quality improvement process and conduct performance evaluations.
- Recruit, hire, train and supervise program staff where applicable.
- Follow and enforce school district policies and procedures.
- Develop Community Partnership School policies and procedures as needed.

JOB REQUIREMENTS:

Education & Training:

- Bachelor's Degree, Master's Degree preferred, from an accredited college or university in a Human Services related field.
- A minimum of five years' experience in children's services, education or community health.
- Two years' program development and administration experience.
- Community engagement experience.
- Fluent in English and Spanish is preferred but not required.

Skills and Experience:

- Must have a passion and commitment to helping students succeed.
- Strong organization and communication skills, both written and verbal.
- Ability to establish and cultivate relationships with potential partners, donors, and the general community.
- Proficient skills working with computers and software programs.
- Must be able to handle multiple tasks.
- Understanding of high-needs communities and schools, as well as knowledge of community organizing principles.
- Skill in-tact and diplomacy when dealing with staff, volunteers, donors and the public.
- Ability to work with a high degree of autonomy, in a school under a dual reporting structure.
- Ability to track and manage a program budget.