



Position Title - *Director of Community Partnership School*

Reports to – President & CEO

FLSA Status – Exempt Classification – Full Time

Position Summary: The Director of Community Partnership School strategically aligns available resources to meet school needs. A collective impact framework helps achieve success in the following key areas: core instructional programs, comprehensive support services, and expanded learning opportunities. Using data, the Director of Community Partnership School assesses community and student needs, proposes solutions and engages in continuous improvement. The Director of Community Partnership School works primarily at the assigned school; building and maintaining high functioning relationships. Directed by the principal, the Director of Community Partnership School works to support the school culture, and vision for student success.

Duties and Responsibilities:

- Oversight and implementation of data driven interventions related to the key priority areas
 - Develop, manage and execute data driven strategies to address needs.
 - Lead systematic evaluation of program, activity and event effectiveness.
 - Utilize positive youth development resources to improve student attendance, behavior and/or academic performance.
 - Generate reports on outcomes of the Community School efforts for various stakeholders.
 - Collect, review and analyze student data to develop new strategies and plan for continuous improvement of existing interventions.
- Project Management
 - Provide project support and management to all individuals secured to support the Community School effort.
 - Delegate and monitor effectiveness of tasks performed by Community School staff
- Coordination of Resources
 - Recruit, train and coordinate all volunteers at school site.
 - Solicit, coordinate and distribute basic needs or ensure that this function is being performed in the context of the Community School.
 - Identify and build relationships with key service providers needed to best support students and families.
 - Monitor all budgets associated with Community School support at the school level.
- Leadership and Communication
 - Actively participate in core team meetings, sharing relevant data, highlighting concerns and developing solutions.
 - Lead, develop and facilitate an effective community leadership team.
- Strategic Engagement – participation in the following types of meeting is critical to successful engagement and integration:
 - Faculty meetings, grade level meetings, child study, attendance team meetings, PTA meetings, parent-teacher conferences, weekly meetings with school principal

- Formal supervision sessions with lead partner, staff meetings, training
- Orientation and technical assistance sessions with United Way
- School district in-services, training, etc.
- Community-level committee meetings, task forces, etc., and Individual meetings with key partners who are and are not yet connected to the school
- Sustainability of Program
 - Development of a multi-prong sustainability plan that includes efforts to identify and pursue future grant funding sources and explore additional revenue streams to improve program and service sustainability.
- Performs other related duties as assigned.

Core Competencies:

- **Creates Strategic Partnerships:** Knows the needs, interests, and values of the communities and community leaders; Uses knowledge and expertise about community needs and stakeholders to identify, recruit, engage, and convene strategic and diverse groups of stakeholders to advance the common good of EFH (Education, Financial Stability, Health); Fosters a sense of urgency in achieving goals.
- **Develops Solutions:** Uses and translates data to create clear objectives and action plans; Uses analysis and critical thinking skills to solve problems; Understands agency and partner constraints and works around those constraints or uses the challenges they present as opportunities; Synthesizes information and interacts in a positive way to get to a solution.
- **Shares Knowledge and Resources:** Commits to ongoing learning; Researches best practices; Transfers knowledge to others in a way that facilitates effective implementation of community projects and programs.
- **Develops Strategy:** Collaborates to understand and jointly establish target goals and outcomes; Conducts research and develops strategies to achieve organizational goals; Identifies United Way and other community partners' roles in strategy implementation.
- **Implements and Manages Projects:** Assesses priorities, creates and executes timelines, meets interim and overall project milestones; Establishes measurable goals that are in line with community outcomes; Implements with appropriate sense of urgency; Continuously monitors and evaluates based on goals and recalibrates when necessary; Brings people together to successfully execute tasks.
- **Manages Volunteer Performance and Impact:** Sets and communicates expectations to volunteers; Follows-up regularly on the status of volunteer efforts; Provides performance feedback to volunteers that recognizes their strengths and helps them develop in areas in which they are weak.

United Way Core Competencies for All Staff:

- **Mission Focused:** Create real social change understanding that improved lives are the end game. This drives their performance and professional motivations
- **Relationship-Oriented:** Understand that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contribution of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Qualifications:

- Bachelor's degree in social science, humanities, sociology, public administration, or related field.
- Two years of experience in education or community-related role.
- Spanish speaking a plus.
- Must be able to communicate effectively with youth, parents, staff, and the community-at-large in both oral and written form.
- Knowledge of the public education system in Florida, as well as the operation of community-based organizations and institutions of higher education is an asset.
- Must be comfortable with the use of data to drive decisions.
- Proficient with Microsoft Office applications.
- Must agree to criminal background check and pass requirements of St. Lucie Public Schools.
- Must have the use of a reliable vehicle and possess a valid Florida Driver's License and auto insurance for transportation to outside meetings.

Working Conditions & Physical Requirements:

- Work is in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fundraising that are scheduled evenings and/or weekends and include occasional outside venues in various weather conditions. These events may require several hours on your feet and assisting with heavy lifting and carrying.

Salary Range: \$48,000-\$55,000 commensurate with experience.

To apply, please send cover letter and resume to Thom Epsky, President & CEO, at thomas.epsky@uwslo.org.

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently.