

Community School Director (CSD) Supervisor

Department: Community Schools
Reports to: Associate Vice President of Community Schools



POSITION SUMMARY

The CSD Supervisor is a key member of United Way's Community Schools Department. Their primary function is to supervise a group of United Way Community School Directors and other related staff, as appropriate. To do this, they work closely with the Associate Vice President of Community Schools. They also support the overall implementation and expansion of United Way Community Schools throughout Erie County.

The CSD Supervisor is highly visible throughout the community. They are actively engaged and motivate community school directors and community partners to support United Way's mission. They also foster a spirit of teamwork and unity among United Way Community School Directors and other United Way staff.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

ESSENTIAL FUNCTIONS

- Manages and supervises a group of United Way Community School Directors employed by United Way and other related staff, when appropriate.
- Conducts performance management through goal-setting and regular coaching sessions to support the personal and professional growth of their direct reports.
- Conducts annual reviews of all direct reports.
- Ensures direct reports understand United Way's mission, vision, policies, and procedures.
- Coordinates professional development and training opportunities for United Way Community School Directors.
- Prepares agenda topics and other materials for meetings with Community School Directors and Community School partners.
- Facilitates regular planning meetings with all United Way Community School Directors and Community School partners.
- Is involved in the implementation of current and new United Way Community Schools.
- Co-leads the recruiting, training, and onboarding of new United Way Community School Directors.
- Serves as a key point of contact with school district principals and Community School Partners.

- Attends designated Community School Leadership Team meetings as a liaison of the Community Schools Department.
- Serves as project manager for initiatives supporting United Way Community Schools, when appropriate.

EDUCATION

- Bachelor's degree, Master's preferred, or five (5) years equivalent field experience.

EXPERIENCE

- Five (5) years experience in a management position.
- Experience with Community Schools preferred.
- Experience in K-12 education preferred.
- Experience working with low income and diverse populations preferred.

REQUIRED SKILLS

- Strong oral and written communication skills.
- Ability to work independently and as part of a team.
- Ability to build and maintain relationships with a variety of stakeholders.
- Ability to handle confidential information with sensitivity and integrity.
- Strong interpersonal skills.
- Ability to navigate conflict and difficult personnel matters.
- Administrative and management skills.
- Excellent organizational skills and attention to detail.
- Strong meeting facilitation skills.
- Goal oriented.
- Empathy and understanding of those in need or at risk.
- Adept at using Microsoft Office products and custom software.

PHYSICAL REQUIREMENTS

- Communicates with staff, volunteers, and clients.
- Positions self to use office equipment.
- Access to reliable transportation.

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting.
- Position requires worker to commute to offsite locations to complete business.