

## **Erie High Community School Director – School Transitions and Life Preparedness**

**Department:** Community Impact  
**Reports to:** Senior Director of Community Impact

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### **ORGANIZATIONAL OVERVIEW**

United Way of Erie County (United Way) is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

### **POSITION SUMMARY**

The Erie High Community School Directors are employed by United Way of Erie County but work directly in the school, each focusing on one of the Four Pillars of the Community School Model - Positive Environment for Wellness and Learning, Expanded Learning and Extracurricular Opportunities, School Transitions and Life Preparedness and Family and Community Partnerships.

The Erie High Community School Directors will help develop and then implement a Community School Action Plan. All efforts undertaken by the Directors are data driven and are intended to remove the nonacademic barriers preventing Erie High students from academic success.

The Erie High Community School Directors will also ensure compliance with state standards and guidelines, scope of services and all other requirements of the Community School Partnership.

Erie High Community School Directors lead work within their Community School Pillar but also collaboratively with each other, the Community School Leadership Teams and other stakeholders such as teachers, students, parents and community members.

Erie High Community School Directors are led by the Family and Community Partnerships Community School Director. They are supervised by United Way's Senior Director of Community Impact but are also accountable to the building administration and their Community School Leadership Team.

## **ESSENTIAL FUNCTIONS**

### **School Transitions and Life Preparedness**

- Guides initial and on-going needs and resource assessments for the School Transitions and Life Preparedness Pillar.
- Leads strategies focused on increasing supports for school transitions and improving student career and college readiness.
- Guides high-quality program development and serves as the lead for all strategies under this Pillar.
- Facilitates a community school leadership team.
- Develops trust and strong working relationships with students, parents, school staff, volunteers and community partners.
- Communicates effectively with stakeholders.
- Brokers and tends relationships to strengthen the partnership.
- Manages partner staff, as appropriate.
- Manages parent and community volunteers.
- Culturally appropriate and responsive to the populations served.
- Participates in media interviews, when appropriate.
- Supports resource development efforts to secure additional funding for the community school, including coordinating and leading school tours and working with resource development staff on other fundraising efforts.
- Manages project budgets.
- Tracks relevant data in impact tracking software at direction of United Way's Data and Evaluation Team.

## **EDUCATION**

- Bachelor's degree required.
- *Preferred:* Master's degree in any related field.

## **EXPERIENCE**

- Three to five years' experience in management or leadership.
- *Preferred:* Understanding of and experience working to address the challenges faced by low-income, at-risk populations; experience and passion for working with diverse populations.

## **REQUIRED SKILLS**

- Excellent written and verbal communication skills.
- Ability to establish and maintain strong effective working relationships.
- Demonstrated leadership ability, team management and interpersonal skills.
- Demonstrated project management experience and ability to track multiple projects and meet deadlines.
- Strong budgeting skills.
- Has a data-driven mindset.
- Understands outputs, indicators and outcomes and recognizes the importance of each to our organization, donors and community.

- Proficiency in the use of personal computers.
- Adept at using Microsoft Office products and custom software.
- Ability to work under pressure, adapt to change and solve problems.
- Empathy and understanding of those in need or at risk.
- Ability to leave a personal agenda aside for the common good.

### **PHYSICAL REQUIREMENTS**

- Must be able to meet the physical demands associated with the responsibilities of this position.

### **WORK ENVIRONMENT**

- Primarily works in Erie High School.
- Position may require worker to commute to offsite locations to complete business.
- Occasional evening and weekend hours are required for attending and/or conducting meetings, conferences, workshops and events.