

Community School Director

Department: Community Based Programs

Reports to: Executive Director

Schedule: 35 hours per week.

Flexible hours which include nights and weekends

POSITION SUMMARY

The Community School Director is employed by Erie Family Center and reports to the Executive Director but is also accountable to the principal of Perry Elementary and the Community School Leadership Team. The Director will assist the elementary school in the development and implementation of a comprehensive community school program that will include administrators, principals, teachers, students, parents and community members. The Director will also ensure compliance with state standards and guidelines, scope of services and all other requirements of the Community School Partnership.

Comprehensiveness

- Guides initial and on-going Needs and Resource Assessment
- Ensures broad understanding of positive youth development and family strengthening practices
- Guides high-quality program development and management

Collaboration

- Leads the community school: carries the collective vision; engages and excites others; ensures that programming supports the vision; and outlines the general direction of the partnership
- Represents his/her organization's competencies, interests and priorities in the partnership
- Develops strong partnership with principal
- Serves on the community school leadership team
- Understands outputs, indicators and outcomes and recognizes the importance of each to our organization, donors and community
- Proven ability to express human service programs in an outcomes-based format
- Proficiency in the use of personal computers
- Adept at using Microsoft Office products and custom software
- Excellent written and verbal communication skills
- Ability to establish and maintain strong effective working relationships
- Demonstrated leadership ability, team management and interpersonal skills
- Ability to work cross-functionally to advance progress toward and achieve goals
- Demonstrated project management experience and ability to track multiple projects and meet deadlines



- 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

Coherence

- Manages programs, as the lead for all partnership activities in the school
 - Monitors program quality, logistical issues, timeliness, etc.
- Works with school staff to develop procedures and policies as needed
- Manages partner staff
- Manages parent and community volunteers
- Ensures appropriate "fit" and accountability of programming that is:
 - Aligned, in-school and out-of-school
 - Developmentally appropriate skill development
 - Culturally appropriate and responsive to the populations served

Commitment

- Informs stakeholders of nature and scope of the partnership
- Brokers and tends relationships to strengthen the partnership
- Builds long-term relationships with community through an "open-door" policy
- Works with Erie Family Center, Erie School District and United Way to lead communication and public education about community schools
- Cultivates "champions" among business, community and civic leaders
- Work with the principal, Erie Family Center, Erie School District and United Way leadership to develop strategic funding plan and implement site-level resource development

Expectations:

- Expected to be flexible in terms of scheduling and hours worked; no more than 35 hours/pay period unless prior approval is given.
- Available to work flexible and non-traditional hours, including weekends as assigned
- Attend weekly staff meetings and trainings as assigned
- Accurately maintain Family and student records as deemed necessary by the community school team.
- Be able to organize individual schedule, paperwork, program materials, and office space
- Maintain confidentiality and non-judgmental attitude toward clients
- Assist Perry School in achieving educational goals through support and partnering with teachers, families and students.



- Experience:**
- Documented experience of 3 years working with schools, children and families.
 - Practical knowledge in family and child development, including non-traditional family systems, is preferred.

Education:

- Master's Degree preferred. Bachelor's Degree in Human Services or related field required. Preference given to those with documented experience or involvement with families and children involved in an educational setting.

Physical Requirements

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

Work Environment

- Primarily works in an elementary 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

