

## **Woodrow Wilson Middle School Community School Director**

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

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### **POSITION SUMMARY**

The Community School Director is employed by United Way of Erie County and reports to the Senior Director of Community Impact but is also accountable to the principal of Woodrow Wilson Middle School and the Community School Leadership Team. The Director will assist the middle 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.

### **ESSENTIAL FUNCTIONS**

#### 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.
- Facilitates the community school leadership team.

#### 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 all 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 United Way, Erie’s Public Schools and community partners to lead communication and public education about community schools.
- Cultivates “champions” among business, community and civic leaders.
- Works with the principal, Erie’s Public Schools and United Way leadership to develop strategic funding plan and implement site-level resource development.

## **EDUCATION**

- Bachelor’s degree required.
- *Preferred:* Master’s degree in a related field.

## **EXPERIENCE**

- Three to five years’ post-graduation experience in a management position.
- *Preferred:* A resident of the neighborhood served; understanding of the challenges faced by low income, at risk populations; experience and passion for working with low income, at risk populations.

## **SALARY**

- \$60,000 per year.

## **REQUIRED SKILLS**

- 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.

### **PHYSICAL REQUIREMENTS**

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

### **WORK ENVIRONMENT**

- Primarily works in a middle 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.