

EAST MIDDLE SCHOOL COMMUNITY SCHOOL DIRECTOR

DEPARTMENT: Community Impact

REPORTS TO: Senior Director of Community Impact

UNITED WAY OF ERIE COUNTY OVERVIEW

United Way of Erie County (United Way) is a social impact organization with a razor-sharp focus on breaking the cycle of generational poverty in Erie County. United Way's main strategy leverages the nationally recognized, data-driven full-service Community School model which follows a collective impact framework. In partnership with public school districts, United Way's community schools provide inside-the-school resources to break down and remove non-academic barriers to learning that low-income children face on a heightened level. By removing these non-academic barriers, all children have the opportunity to succeed academically, setting them up for success later in life.

This work is supported by the Imagination Library, an early childhood literacy initiative as well as United Way's 211 Helpline, providing resources for families to become and remain stable.

United Way's professional staff are highly motivated and results oriented. Working in an environment that encourages and promotes excellence, collaboration, and constant improvement, the East Middle School Community School Director will become a member of an exciting community improvement initiative that is helping tens of thousands of students and their families break out of poverty and enter into a cycle of success.

POSITION SUMMARY

The East Middle School Community School Director is employed by United Way of Erie County but works directly in the school. The Director will work collaboratively with the building administration, Community School Leadership Team and other stakeholders such as teachers, students, parents and community members to develop and implement comprehensive strategies aligned with the school action plan. The Director will also ensure compliance with state standards and guidelines, scope of services and all other requirements of the Community School Partnership. All efforts undertaken by the Director are data driven and are intended to remove the nonacademic barriers preventing East Middle School students from academic success.

The Director is supervised by United Way's Senior Director of Community Impact but is also accountable to the building administration and Community School Leadership Team.

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 implementation of community school strategies: carries the collective vision; engages and excites others; ensures that programming supports the vision; and outlines the general direction of the partnership.
- Represents United Way of Erie County's competencies, interests and priorities in the partnership.
- Develops strong partnership with principal.
- Facilitates the community school leadership team.

Coherence

- Oversees 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.
 - Designed to increase positive student outcomes.
 - 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 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.
- Demonstrates importance of and participates in a variety of United Way Resource Development strategies and initiatives to promote the community school model, including but not limited to strengthening corporate partner and funding partner relationships.
- 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.
- Ability to work cross-functionally to advance progress toward and achieve goals.
- 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 East 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.

CLEARANCES

For employment consideration, applicants will be subject to successful completion of Pennsylvania Department of Education clearance requirements:

- Act 33 Child Abuse Clearance
- Act 34 Criminal Background Check Clearance
- FBI Fingerprinting

*Clearance costs will be covered by the employer upon successful hiring