

ERIE HIGH COMMUNITY SCHOOL DIRECTOR

Expanded Learning and Extracurricular Opportunities

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 Erie High Community School Director, focused on expanded learning and extracurricular opportunities, 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 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

Expanded Learning and Extracurricular Opportunities

- Guides initial and on-going needs and resource assessments for the Expanded Learning and Extracurricular Opportunities Pillar.
- Leads strategies focused on increasing access to out of school time opportunities and increasing access to in-school enrichment opportunities.
- 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.
- To execute job responsibilities must be open to working a flexible schedule to accommodate out of school time programming including evening and weekend hours.