

Pfeiffer-Burleigh Elementary School Community School Director

Department: Community Impact
Reports to: Director of Community Impact

POSITION SUMMARY

The Community School Director is employed by United Way of Erie County and reports to the Director of Community Impact but is also accountable to the principal of Pfeiffer-Burleigh Elementary School and the Community School Leadership Team. The Director will assist the elementary school in the development and implementation of a comprehensive community school strategic plan that will include administrators, principals, teachers, students, parents and community members. The Director will also ensure compliance with state standards and guidelines, scope of service 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 implementation of community school strategies: carries the collective vision; engages and excited 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 partners relationships.

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.

SALARY

- \$60,000 per year.
- Competitive benefits package.

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 an elementary school.
- Position may require worker to commute to offsite locations to complete business.
- Occasional evenings 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