

Position: COMMUNITY SCHOOL DIRECTOR
Hiring Organization: United Way of Salt Lake (UWSL)
Department: COLLECTIVE IMPACT
Reports to: DIRECTOR OF COMMUNITY SCHOOL PARTNERSHIPS
Date Prepared: May 09, 2018

ORGANIZATION SUMMARY

United Way of Salt Lake's mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules and staff parties make every day unique--awarding us the privilege of being named one of Utah Business Magazine's Best Places to Work.

POSITION SUMMARY

Community School Directors (CSDs) convene, facilitate, and build collective action among motivated partners at a school to ensure that all students are successful. The CSDs work in three key areas: core instructional programs, comprehensive support services, and expanded learning opportunities. Using data, CSDs, in conjunction with partners and school staff, assess student needs, track interventions, propose solutions and engage in continuous improvement.

ESSENTIAL FUNCTIONS

- Convene and Facilitate Multipartner, Multilateral Partnerships
 - Convene and facilitate collaborative action among school-based partners to ensure these groups have aligned and shared goals and measurable indicators tied to whole school success
- Engage in Results Based Action Cycles with Partners and Schools
 - Engage partners in a rigorous analysis of what causes, factors and barriers are preventing student success
 - Engage partners in analyzing existing services and partners to identify gaps
 - Assess the current conditions of the partnership's outcomes
 - Identify the strategies, practices and interventions the partnership has identified that will achieve student success
 - Once strategies, practices and interventions are in place, work to track and improve the impact of these efforts through the use of Performance Measures, Continuous Improvement and PDSA cycles
- Relationships
 - Develop, maintain and strengthen relationships with school leadership and staff, community partners, parents and students
- Data
 - Gather, analyze, and share data on an ongoing basis to facilitate conversations, meetings, and daily decisions
 - Use data to guide school improvement plans and program objectives
- Manage and assist with volunteer, promotional, and community events (e.g. site visits, Day of Caring, etc.) representing the school and UWSL

- Performs other related duties as assigned by the supervisory personnel

REQUIRED COMPETENCIES

- Comprehensive understanding of school environments, operations, core competencies (Tier I, II, III interventions), assessments and Professional Learning Communities
- Comprehensive understanding of the model and philosophy of community schools (i.e. National Center for Community Schools or Coalition for Community Schools)
- Address disparities related to race, ethnicity, income, and other factors
- Manages Complexity- Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- Action Oriented- Take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- Interpersonal Savvy- Relating openly and comfortably with diverse groups of people
- Drives Results- Consistently achieving results, even under tough circumstances
- Adaptability- Adapting approach and demeanor in real time to match the shifting demands of different situations
- Drives Vision and Purpose- Paints a compelling picture of the vision and strategy that motivates others to action

QUALIFICATIONS

- Bachelor's degree in social science, humanities, sociology, public administration, or related field
- 2 years of experience in education or community-related role
- Must pass UWSL and school district background checks
- Spanish speaking a plus but not required

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to off-site locations to set-up presentations and displays physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

BENEFITS

This is a full time, exempt position. Salary commensurate with experience.

APPLY

Please visit UWSL's career page, <https://uw.org/about/careers/>. A complete application will include a resume and cover letter. You may contact jobs@uw.org if you have any questions regarding employment opportunities.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.