

UNITED WAY COMMUNITY SCHOOL ROLE OF THE COMMUNITY SCHOOL DIRECTOR



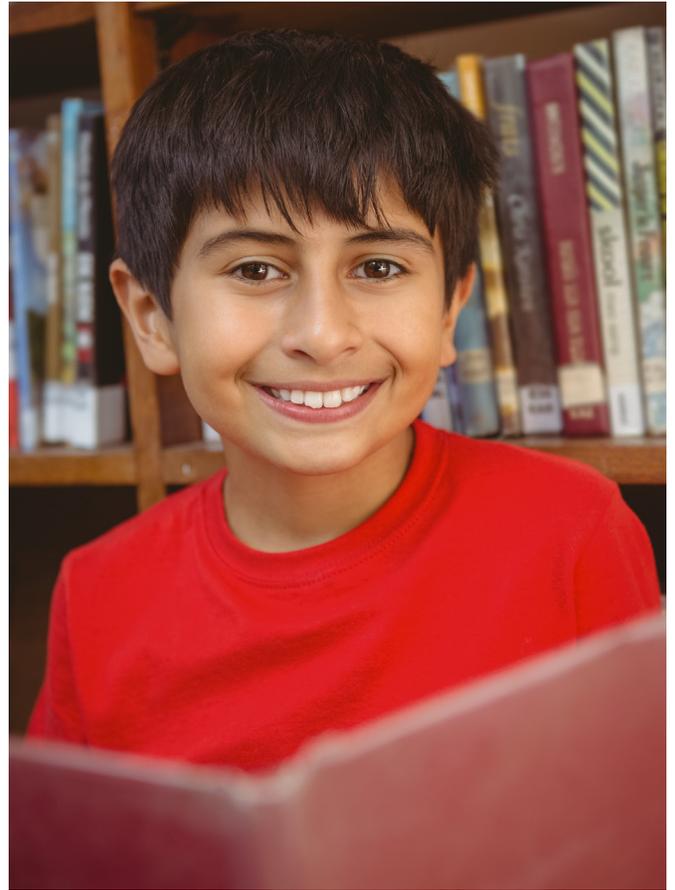
Position Summary: The Community School director is a strategic thought partner responsible to execute the coordination and alignment of resources within a Community School to achieve United Way's education goals. Community School directors are expected to carry out all of their work in partnership with others and under the vision and direction of the school principal. Resources to be coordinated are dependent on needs present in the school; academic, social-emotional, health and others. Programmatically, resources may be designed to include options before, during or after-school, during the school year and throughout the summer months. Coordinated resources and programs must address key priority areas of attendance, behavior, literacy, math, youth and family engagement.

The Community School director must work to create a high performing Community School partnership wherein students and families feel supported, community members feel connected and successful outcomes emerge. The role of the director is complex and requires a dynamic person who can effectively navigate and interconnect multiple systems to achieve success for kids and families.

United Way of the Greater Lehigh Valley is investing in the role of Community School director to help us achieve increases in grade level reading by the end of 3rd grade and increases in reading and math proficiencies by the end of 8th grade.

Primary Duties and Responsibilities

- Oversight and implementation of data driven interventions related to the key priority areas
 - ▷ Develop, manage and execute data driven strategies to address needs.
 - ▷ Lead systematic evaluation of program, activity and event effectiveness.
 - ▷ Utilize positive youth development resources to improve student attendance, behavior and/or academic performance.
 - ▷ Generate reports on outcomes of the Community School efforts for various stakeholders.
 - ▷ Collect, review and analyze student data to develop new strategies and plan for continuous improvement of existing interventions.
- Project Management
 - ▷ Provide project support and management to all individuals secured to support the Community School effort.
 - ▷ Delegate and monitor effectiveness of tasks performed by Community School staff.



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- **Coordination of Resources**
 - ▷ Recruit, train and coordinate all volunteers at school site.
 - ▷ Solicit, coordinate and distribute basic needs or ensure that this function is being performed in the context of the Community School.
 - ▷ Identify and build relationships with key service providers needed to best support students and families.
 - ▷ Monitor all budgets associated with Community School support at the school level .
- **Leadership and Communication**
 - ▷ Actively participate in core team meetings, sharing relevant data, highlighting concerns and developing solutions.
 - ▷ Lead, develop and facilitate an effective community leadership team.
- **Strategic Engagement** – participation in the following types of meeting is critical to successful engagement and integration:
 - ▷ Faculty meetings, grade level meetings, child study, attendance team meetings, PTA meetings, parent-teacher conferences, weekly meetings with school principal
 - ▷ Formal supervision sessions with lead partner, staff meetings, trainings
 - ▷ Orientation and technical assistance sessions with UWGLV
 - ▷ School district in-services, trainings, etc.
 - ▷ Community-level committee meetings, task forces, etc.
 - ▷ Individual meetings with key partners who are and are not yet connected to the school

The role of Community School director is versatile by design, incorporating itself into many facets of the operation of the school. It should be clear that Community School directors are not permitted to take on the following roles:

- Substitute teacher
- Leadership position in the PTO/PTA/PTC
- Guidance counselor
- Direct service provider/case manager
- Assistant principal
- Logistics coordinator of after-school programs responsible for parent and provider communications, rosters, snacks – UNLESS no other staff is funded for those functions
- Primary translator of documents or all family interactions
- Coordinator for ALL school field trips, assemblies, school events and programs unrelated to key priority areas

Supervision

Direct supervision and ongoing professional development of the Community School director is provided by the lead partner. Orientation to the United Way Community School model and technical assistance is provided by United Way of the Greater Lehigh Valley. Daily direction, support and oversight is provided by the principal of the school.

Experience Needed

A four-year accredited college degree in a field related to the guidance, education and development of young people; Master's degree preferred. A minimum of three to five years related experience working with youth is required. Experience in bilingual-bicultural settings is preferred with a demonstrated ability to relate to multicultural populations in ways that values diversity. Must be able to communicate effectively with youth, parents, staff and the community-at-large in both oral and written form. Knowledge of the public education system in Pennsylvania as well as the operation of community-based organizations and institutions of higher education is an asset. Must be comfortable with the use of data to drive decisions. Must be proficient in Microsoft Word, Excel and PowerPoint.

