

Position: GRANGER ELEMENTARY COMMUNITY SCHOOL DIRECTOR
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: COLLECTIVE IMPACT
Reports to: DIRECTOR OF COMMUNITY SCHOOL PARTNERSHIPS (UWSL) AND SCHOOL PRINCIPAL
www.uw.org
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ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) serves individuals and families in Davis, Salt Lake, Summit, and Tooele counties. This four-county area represents approximately 1.4 million people or about 52 percent of Utah's population.

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes. UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. The internal focus continues to be on high-level results – communicating, aligning, and integrating around the organizational goals.

POSITION OVERVIEW

A Community School is a philosophy, a place, and a set of partnerships between a school and other community resources. The integrated focus on academics, services, supports, and opportunities leads to improved student learning, stronger families, and healthier communities. The Community School Director is charged with aligning resources to the community school's needs, managing community partnerships, and integrating them with school academic and support services. This individual assists in using data, needs assessments, and academic assessments to align efforts within the school. The CS Director works primarily on site at the school and is a trusted and integral part of the school leadership team. This person works under the direction of the school principal to execute, support, and actualize the principal's vision of student success for the school and its community.

KEY RESPONSIBILITIES

Backbone: The core function of this position is to work in close collaboration with the principal and leadership to implement strategies and optimize resources to achieve specific academic outcomes for children as well as outcomes identified in the Common Agenda of the school and its partners.

Relationships, Communication, & Leadership: Relationships are the central component of success at a community school. As such, the CS Director must develop, maintain, and nurture relationships with the school administration, staff, and community partners; help bridge those relationships across programs and strategies; participate in existing school and community leadership teams; and represent the partner school/district in community meetings and events.

Continuous Improvement: Working with the principal and school leadership team, align school and community goals and practices by focusing on a culture of continuous improvement that identifies, develops, coordinates, and aligns practices, strategies and services at the school to impact student achievement and well-being.

Data and Program Alignment: Work with school leadership, staff and the broader partnership to be data driven by synthesizing, aligning, interpreting, and displaying data on an ongoing basis. Examples include collecting, evaluating, and reporting outcome data; utilizing data to help facilitate conversations with school staff, community partners, and the leadership team; integrating and aligning evidenced-based strategies into the school; and working with principals, the school district, and community partners to improve academic outcomes for students. This is guided by data identified through baseline surveys, school data, needs assessments, and resources surveys.

Project Management & Support: Lead and support projects and events such as Day of Caring, site-based tours, and alignment of other volunteer strategies and donations that support student well-being. Support additional projects as indicated by the principal and leadership team and that are consistent with shared goals and continuous improvement objectives. Director may also be asked to represent the Community School publicly, reporting on program successes and outcomes.

POSITION REQUIREMENTS

Qualified candidates will possess and/or be able to develop the following knowledge, skills, and abilities:

Knowledge: A clear and comprehensive understanding of, and ability to communicate about:

- UWSL's vision, purpose, objectives, and "theory of change" including the principles of Collective Impact.
- School environments, operations and core components including: tier I, II, and III interventions; benchmark and formative assessments, teacher Professional Learning Communities (PLCs), etc.
- The model and philosophy of Community Schools

Skills: Advanced skills in the following:

- Collaborative problem solving and facilitation
- Verbal and written communication
- Computer software (Word, Excel, PowerPoint)
- Data processing, use, and visualization
- Simplification of complex information
- Coalition-building / community organizing

Abilities: Strong capacity in the following areas:

- Adaptive leadership and emotional intelligence
- Relate to diverse youth, parents, staff, educators and the community in general
- Solution-oriented mindset and strategic thinking
- Working collaboratively in a team
- Inspire and motivate others
- Willing to learn and apply lessons learned
- Patience, Flexibility, and Humility
- Organized, productive, and thorough
- Do work without waiting for others
- Observe, interpret, adapt in the moment
- Bilingual in Spanish (preferred)

MINIMUM REQUIREMENTS

- Bachelor degree in a relevant field (i.e. Social Science, Humanities, etc.) **OR**
- Two years of experience working in an education or community-related field
- Candidates *must pass* UWSL and school district background check to hold this position

PHYSICAL REQUIREMENTS

The person in this position communicates with teachers, principals, parents, students, staff, partners and partners and must be able to exchange accurate information in these situations. The person in this position must be able to prepare and analyze data and figures, transcribe, read extensively, and must constantly move about the school facilities. Additionally, this person must occasionally work in outdoor conditions.

SALARY INFORMATION & FLSA STATUS

This is an exempt position that pays: \$44,000 - \$52,000 annually depending on experience.

TO APPLY

Only complete applications will be considered for the position. Complete applications include (1) an employment application (see website), (2) a cover letter, and (3) a resume. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

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.*