

POSITION DESCRIPTION

Position: Kearns Junior High Community School Director
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Collective Impact
Reports to: Sr. Director, Community School Partnerships (UWSL)
School Principal
uw.org

ORGANIZATION BACKGROUND

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.

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate multiple programs. The historic “community chest” with a broad charitable mission has transformed into an agent for social change focused on Collective Impact— bringing partners together in new and innovative ways to identify problems and develop lasting solutions.

United Way of Salt Lake houses United Way 2-1-1, a statewide health and human service information phone line, which connects individuals and families to important resources and volunteer opportunities.

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 PURPOSE

The Community School Director is responsible for continued development, implementation, and collaborative direction of the Community School. The Director works primarily on site at the school and is a trusted and integral part of the school leadership team. This person, on a daily basis, 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. How well they are able to leverage UW goals and the goals of UW's partners, is intimately related to their ability to connect with school leadership. In the best case, this relationship is a catalyst that fosters a reciprocal partnership and leads to innovative thinking and positive change.

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 staffing the community school's work, managing community partnerships, and integrating them with school academic and support services. This individual assists in using data, needs assessments, and resource assessments to align efforts within the school. Working with a school and leadership team, the Director facilitates activities within four interlocking community school practices, as described below: engage, comprehend, coordinate and sustain.

KEY RESPONSIBILITIES

- **Backbone:** The core function of this position is to work in close collaboration with the principal and leadership to implement new and existing strategies, programs, resources and ideas to achieve specific academic outcomes for children as well as outcomes identified in the Common Agenda of the school and its partners.
- **Common Agenda:** Organize around and support school and community level goals as outlined in the Common Agenda. Using baseline data as well as ongoing trend data, support the implementation of data-driven, high-quality programs and services that will lead to specific and measurable outcomes. Programs and strategies may include but are not limited to the following: academic outcomes, early childhood programs, expanded learning and enrichment opportunities, health services, parent/family engagement, adult education, and interventions targeted to chronically absent students.
- **Continuous Improvement:** Working with the principal and school leadership team, align school and community goals focusing on a culture of continuous improvement that identifies, recruits, and coordinates extended services at the school and makes identifiable impact on community level objectives specified in the Common Agenda. Continuous improvement must be guided by data identified through baseline surveys, school data, needs assessments, and resources surveys.
- **Data and Program Alignment:** Community School Directors work intimately with their school and principal to be data driven, assisting in a myriad of ways to synthesize, align, make sense of, and display data on an ongoing basis. Examples include collecting, evaluating, and reporting outcome data of Community School strategies and programs; utilize 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
- **Relationships, Communication, & Leadership:** Develop, maintain, and nurture relationships with the school administration, staff, and community partners. Help bridge those relationships across programs and strategies around common agenda goals and specific outcomes. Participate in existing school and community leadership teams. Under the direction of the principal and the school's Common Agenda, organize and lead additional groups when necessary. Represent the partner school/district in community meetings and events. Participate in training and technical assistance activities offered by United Way, the school district, and other stakeholders.
- **Project Management & Support:** Support additional projects as indicated by the principal and leadership team and that are consistent with Common Agenda goals and continuous improvement objectives. Director may also be asked to represent the Community School publicly, reporting on program successes and outcomes. Lead and support UWSL projects and events such as Day of Caring and site-based tours.

POSITION REQUIREMENTS

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

- A. Knowledge:** A clear and comprehensive understanding of, and ability to communicate about:
- School environments, operations and core components including: tier I, II, and III interventions; benchmark and formative assessments as they relate to student learning, teacher Professional Learning Communities (PLCs), and the achievement gap as it relates to Title I schools.
 - UWSL's vision, purpose, objectives, roles, and "theory of change" including the principles of Collective Impact (see *"Collective Impact," Kramer and Kania; Stanford Social Innovation Review, Winter 2011*)
 - The model and philosophy of Community Schools (see National Center for Community Schools or Coalition for Community Schools)
 - Place-based initiatives and Cradle to Career Pipelines (see Promise Neighborhoods Institute and the Center for the Study of Social Policy)
 - Public, private, non-profit systems
 - Diverse populations including students, faculty, administration, and community groups
 - How individuals, organizations, and communities change
 - Group process, dynamics, and operations
 - How systems work and can influence each other

B. Skills: Advanced skills in the following:

- Collaborative problem solving and facilitation
- Presentation and communication
- Organization and follow through
- Coalition-building / community organizing
- Data processing, use, and visualization (MS Excel)
- Multi-tasking
- Risk-taking
- Simplification of complex information

C. Abilities: Strong capacity in the following areas:

- Adaptive leadership
- Active listening
- Relate to youth, parents, staff, educators and the community in general - People person
- Solution-oriented mindset and strategic thinking
- Working collaboratively in a team
- Patience
- Capacity for decision making
- Inspire and motivate others
- Observe, interpret, intervene in the moment
- Visionary and creative
- Willing to learn and apply lessons learned
- Optimistic realist
- Flexibility
- Emotional intelligence
- Prioritization
- Humility
- Organized, productive, and thorough
- Do work without waiting for others
- Bilingual in Spanish (preferred)

MINIMUM QUALIFICATIONS

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

SALARY INFORMATION

\$38,000 - \$46,000

TO APPLY

Interested applicants should submit a cover letter, resume, and employment application. Employment applications and information about the application process can be found at <http://www.uw.org/about-us/careers/>.