



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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Community Schools Program Director

Primary Function

Provide oversight of day-to-day operations of Community Schools programming across all three schools. Community Schools Program Director will ensure that Community Schools programs and services are aligned to respective grade and age levels, reinforce progress toward measurable objectives and outcomes, and coordinate a continuum of supports for both students and families.

Organizational Relationship

The Community Schools Program Director reports directly to the Assistant Superintendent of Academics.

Qualifications

- Bachelors's degree in relevant field such as education, public health, social work, or social policy.
- Have five (5) years' experience in project management, collaboration, supervision, and evaluation
- Comprehensive understanding of Community School model
- Demonstrate excellent organizational skills and the ability to motivate people
- Ability to perform assigned duties and tasks with a minimum of direction
- Demonstrate an understanding of the regulations regarding grants and school evaluation
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

- Work collaboratively with the Community Schools Program Director to develop and execute department annual plan
- Work collaboratively with administrative and instructional staff to assess operational and program needs
- Build relationships with community leaders and organizations including local businesses, non-profit partners, and local agencies. Deepen partnerships that tie to community schools program priorities and results.
- Schedule and facilitate annual partnership meetings to evaluate program successes

May 19, 2020

- Develop and facilitate signing of Memoranda of Understanding (MOUs) that articulates partners' roles, connection to results, adherence to policies and legal needs, and data-sharing agreements.
- Supervise and evaluate Community School Managers and Family Liaisons
- Convene and facilitate Community Schools Team weekly meetings
- Oversee Community Schools workgroup to ensure initiatives are aligned to the vision of the Community Schools Steering Committee
- Participate and provide work group updates at Community School Steering Committee meetings
- Plan and coordinate professional development and trainings on the community schools strategy for Community Schools team, school and district staff, partner organization staff, and parents
- Represent Community Schools on committees as appropriate
- Develop and provide presentations that promote community schools
- Develop a system to track and report on community school outcomes
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community

Terms of Employment

Position may have evening and weekend responsibilities, including a potential non traditional schedule with hours as early as 7am or late as 9pm. Due to the nature of the duties for this position, the Community Schools Program Director's hours are flexible. Final schedule to be determined based on community school initiative needs.

Evaluation

Performance will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.