



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666  
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### **Community Schools Development Director**

#### **Primary Function**

To develop the District's Community Schools and Ready For Success initiatives.

#### **Organizational Relationship**

The Development Director reports directly to the Assistant Superintendent for 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
- Experience in Early Childhood Education
- 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**

- Support the initiatives proposed by the Community Schools Steering Committee
- Facilitate and manage the CS Steering Committee
- Work collaboratively with the Community Schools Program Director to develop and execute department annual plan
- 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.
- Develop and oversee a sponsorship, donor, and in-kind donation program to financially support Community Schools initiatives.
- Steward donors and partnerships
- Develop and maintain system to track financial donations and manage the Community School budget
- Develop a volunteer program and management system
- Cultivate, vet, secure, and maintain funders and supporters of CS initiatives
- Develop branded communication materials that outline the Community Schools model and the District's services to various audiences
- Introduce the Community School model and Ready For Success to the school community and the community at large
- Represent Community Schools and RFS on committees as appropriate
- Coordinate RFS Committees and the execution of annual work plans (i.e., Steering

Committee, Marketing & Communications, Programs, Website)

- Serve as the RFS media and press contact
- Serve as an active member in the Niles Township Early Childhood Alliance
- Execute plan for the RFS Family Advisory Council

**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 Development 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

