

DIRECTOR OF COMMUNITY SERVICES

Classification: Non-Licensed Administrator

Location: Wichita Center

Reports to: Assistant Superintendent, Finance and Operations

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership and strategic vision in planning, directing and coordinating after-school programs, recreational, educational, and enrichment activities, community use of district facilities and partnership agreements.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Assistant Superintendent of Finance and Operations. Responsible for results in terms of the effectiveness of planning, programs, and achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Leadership

Directs and oversees the CARE (Community, After School, Relationship, Enrichment) before-school, after-school and summer programs.

Manages and provides direction on community use of district fields and facilities including partnership agreements with local youth organizations. Administrates lease agreements, rental agreements and contracts.

Develops, oversees and coordinates opportunities for community enrichment, recreation, education and engagement programs, camps and classes for children and adults.
Develops new programs as needed.

Leads the day-to-day operations of the Wichita Center for Family & Community. Works with tenants, partners and district staff to ensure cohesive working relationships and services to families. Serves as the building manager for the facility.

2. Planning and Programming

Leads and coordinates the development of a strategic plan and vision for the development and delivery of Community Services. Plans, develops and conducts programs for children and adults. Uses forecasting tools and strategies to predict future needs. Forms collaborative relationships with community groups, youth organizations for the effective delivery of programs and services.

3. Financial Management

Administers budgets for the Community Services Department including, but not limited to Community Programs, CARE Programs and Facility Use. Creates revenue forecasts, ensures financial sustainability of programs.

4. Policy Formulation and Guidance

Establishes a system for periodic review of policies. Makes recommendations to the District when modifications are necessary to advance the goals of the department and serve the overall needs of students, families, community members and the organization.

5. Program Direction and Staff Supervision

Oversees organizational management in all assigned areas. Ensures effective position structures and operating practices are in place. Recruits and hires staff. Assesses, evaluates and provides for training and professional development of Community Services staff. Creates processes for communication, collaboration and coordination. Ensures staff are informed of department policies, issues and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively work together to seek solutions.

6. Program Evaluation, Analysis and Feedback

Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Prepares structured presentations to relevant stakeholders.

7. Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening

engagement of a diverse community and skill in communicating with a diverse population.

2. Bachelor's degree in education, recreation, social work, or a community service related field.
3. Five years of increasingly responsible experience with community services or related programs is required.
4. Ability to work with minimum of direction and supervision.
5. Willingness to work evenings/weekends as needed.
6. Ability to supervise and evaluate community service programs and staff.
7. Highly developed organizational skills.
8. Effective oral and written communications.
9. Highly motivated to create and initiate new programs.
10. Valid state driver's license.
11. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
12. Ability to work both independently and cooperatively.
13. Exceptional attendance.

Part V: Desired Qualifications:

Bilingual skills desirable.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.