PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0348
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, STRATEGIC PARTNERSHIPS

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university in education, organizational development, or a relevant field. Five (5) years' experience in personnel management and volunteer programs, which includes two (2) years in a large school, non-profit, or business environment.

PREFERRED:
Demonstrated ability to work effectively in a high-paced environment with tight deadlines while including multiple stakeholder viewpoints. Exceptional verbal and written communication skills, including making effective public presentations. Strong interpersonal skills with an emphasis on team building. Ability to analyze data and systems that affect schools and communities.

MAJOR FUNCTION

The Director, Strategic Partnerships is a critical member of the Strategy and Impact leadership team and is responsible for leading the work to build and sustain authentic partnerships with families and the Pinellas community and business organizations that serve students and families. In alignment with the district's mission and vision, the Director, Strategic Partnerships develops and implements the district's community engagement strategy. The Director, Strategic Partnerships provides direct oversight, support and/or coordination for effective family and community engagement, mentor and volunteer programs, and non-monetary partnerships that support a culture of excellence focused on positive outcomes for all students.

ESSENTIAL RESPONSIBILITIES

- Designs and implements initiatives that align family and community engagement strategies with the District Strategic Plan.
- Creates and implements systems and training resources that support school and district leaders as well as school-based staff in implementing family and community engagement strategies.
- Provides leadership to and monitors the districtwide family and community engagement programs, including policies and procedures, recruitment, screening, training, placement, family involvement, and recognition of school volunteers and mentors.
- Expands the district's community reach by actively engaging with local community-based organizations and external partners.
- Promotes positive relationships and effective partnerships between the district and the community.
- Leads the development, implementation, and monitoring of guidelines and procedures related to mentors, volunteers, and non-monetary business partners.
- Identifies resources and develops training opportunities to address the unique needs of diverse school communities.
- Provides supports to schools for the development and sustainability of School Advisory Councils (SAC) and organized parent groups to ensure that parent and community members have an active role in the school community.
- Supports school leaders with issues related to school volunteers, mentors, and non-monetary business partners.
- Builds, empowers, and manages a professional team to deliver high-impact experiences for students, families, and partners.
- Represents the district as designated, with external partners.
- Meets regularly with community groups to strengthen productive partnerships and gather community input and feedback to inform district and school-specific engagement strategies.
- Promotes and monitors volunteer and other family and community opportunities provided by community organizations.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Collaborates with the Strategic Communications teams to clearly and effectively communicate district and school progress, announcements, and initiatives with families, partners, and the community.
- Collaborates with internal and external partners to design and implement special events (e.g., Speakers Bureau, Great American Teach In, etc.) and initiatives supporting families.
- Works with subject matter experts to develop training opportunities for school-based staff that build capacity to support family engagement and partnership in the academic success of students.
- Promotes positive relationships and effective partnerships between the district and the community.
- Collaborates with the Pinellas Education Foundation to coordinate, monitor, and train mentors for the Take Stock In Children program.
- Leads, manages, and is responsible for the day-to-day operations and project activities of the department, including administrative duties involving needs assessment, goal setting, program planning and evaluation, district and state reporting processes, department budget development and administration, and personnel management.
- Serves as a liaison for the district to effectively communicate the vision, mission, priorities, identified strategies, progress, and future goals.
- Performs and promotes all activities in compliance with federal and state laws, School Board Policies, and professional standards.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/09 RAS; BOARD APPROVED: 7/28/09; REVISED FORMAT, SUPERVISES, REPORTS TO, ERs; 4/6/22 LM; BOARD APPROVED: 4/26/22; REVISED RT, MQ, MF, ER; 11/26/24 PT; BOARD APPROVED: 12/17/24; REVISED: ER 07/09/25 MV;

DIRECTOR, STRATEGIC PARTNERSHIPS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Strategic Partnerships – Administrative