

Implementation Manager- Comprehensive Support Services:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Implementation Manager for Comprehensive Support Services (Manager) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by providing leadership and coordination to ensure partners effectively work together to transform schools into community hubs that provide Flint kids, families, and residents with resources they need to thrive. With a primary focus on addressing the social determinants of health through school- and community-based partnerships, the Manager will develop and deploy partnerships and practices that remove barriers to Flint kids’ success.

Reporting to the Director of Community Education & Out-of-School Time Learning, the Manager will collaborate as part of a four-person team to convene a cross-section of stakeholders to implement partnerships that respond to the desires of Flint kids while removing barriers to success. To this end, the Manager will also coordinate with the Research & Evaluation Manager to evaluate students’ social and academic growth through data analysis and recommend changes to improve the impact of comprehensive support services on Flint kids. This position requires flexible, non-traditional work hours and is contingent upon continued grant funding.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center’s growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Program Administration

- Co-lead a team of site staff, including assisting with recruitment and hiring of site staff; providing on-site training, monitoring, and capacity support; managing staff absences; and co-leading regular staff meetings;
- Support site teams in managing all aspects of the day-to-day operation, supervision, and safety of comprehensive support services at school sites
- Support site teams in curating comprehensive support services that remove barriers to Flint kids’ success in school, including managing the development of new programs, including service provider selection and program implementation and monitoring.
- Provide training and technical assistance to ensure cultural and linguistic appropriateness of services, programs and communication efforts
- Work flexible hours and/or be on-call from early morning until 7pm;

Partnership Management

- Manage and lead the development of a seamless system of support services for Flint kids and their families;
- Develop, manage, and oversee the implementation of an effective referral process for comprehensive support services;
- Coordinate with Implementation Managers and site staff to identify partnerships and implement accommodations that expand access to the Center’s program offerings for more students with differing abilities;
- Develop, manage, and sustain partnerships with local government and non-profit agencies to provide support and opportunities to Flint kids and their families that ensure they thrive in school;
- Facilitate integration and coordination of site-based services with school services, including mental health, family and community support, and school nursing;
- Act as point person for agencies and programs interested in partnering with schools and help broker new partnerships aligned with school goals and needs.
- Provide coordination and integration of all services, programs, and supports—including providing training and support to service providers in understanding and aligning services with school structures, curricula, and program goals;
- Establish systems manage and maintain quality partnerships, including, but not limited to development of MOUs, facilitation of regular meetings, planning sessions, joint work plans, and collaborative problem-solving/conflict resolution
- Provide support and guidance for school staff and partners in resolving service delivery, access, and coordination issues.
- Work closely with partner districts and community agencies to drive, develop, and implement a Full-Service Community School model;
- Design programs to support student transitions, including but not limited to transition between grades, re-entry from the juvenile justice system, or prolonged illness.

Evaluation, Data Monitoring, and Continuous Improvement

- Evaluate partners and program staff in partnership with the Research & Evaluation Manager and Local Evaluation Partners (LEP)
- Facilitate data and information sharing between schools and agencies, per state and federal law.
- Assist with program evaluation, including data collection, analysis, and reporting.
- Compile regular reports reflecting all activities, attendance, participation, or other data as needed.
- Track participation levels, daily attendance, and evaluation measures
- Ensure the reporting of student data and information from each site to meet grant reporting requirements to ensure that timelines will be met.

Family Partnership & Community Leadership

- Develop operational policies and practices for comprehensive support services in cooperation with partner schools, youth, and parents;
- Develop partnerships with parents, community leaders, and organizations to ensure the responsiveness of expanded learning programs

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Minimum Qualifications

- Bachelor's degree or a relevant mix of education and work experience in education, youth development, recreation & education, or human services;
- Master's degree in education, social work, social services administration, or related field preferred.
- Minimum 5 years of successful experience in community education programs or similar experience in organizational planning and supervision of activities based on the developmental needs of youth.
- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

Required Skills & Abilities

- Knowledge of principles related to the development of youth between ages 5-18;
- Strong organizational, communication, and interpersonal skills

Compensation & Benefits

- Starting salary range: \$70,000-\$80,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits