

## Community School Director:

### Flint Center for Educational Excellence

Exemption Status: Full Time, Exempt – Salaried (grant-funded position)

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#### **POSITION SUMMARY**

Community School Directors support the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by creating high-performing Full-Service Community Schools (FSCS) partnerships that ensure Flint kids, their families, and communities thrive. Community School Directors operate at the site level as counterparts to School Principals, serving as strategic thought partners and leaders responsible for coordinating and aligning resources within FSCS sites to achieve educational goals.

Focusing primarily on strategies that address attendance, behavior, grade-level proficiency, and youth and family partnership, Community School Directors will ensure schools become places where Flint kids thrive by strategically partnering, mobilizing, navigating, and interconnecting multiple systems to achieve success. With support from Implementation Managers, Community School Directors will lead dynamic teams, facilitating attendance interventions, coordinating expanded learning opportunities, managing data-driven interventions, and ensuring a welcoming and inclusive culture for Flint kids and their families.

#### **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**

##### *Site Leadership & Strategic Planning*

- In coordination with School Principals, develop and implement a broad-based, stakeholder-engaged process to develop, monitor, and adjust a strategic plan for the FSCS site
- Provide project support and management for a site-based team supporting the FSCS strategy
- Delegate and monitor the effectiveness of site-based staff
- Facilitate communication with families and community stakeholders to create and maintain a partnership between home, school, and community
- Collect, review, and analyze student data to develop new strategies and plans for continuous improvement of existing services
- Connect students to a range of prevention, early intervention, and intensive service programs that address the developmental needs of Flint kids
- Coordinate with community leaders and organizations to provide information regarding the FSCS strategy, sharing relevant data, highlighting concerns, and co-developing solutions
- Oversee the recruitment, training, and coordination of all site-based volunteers, instructors, and vendors

- Develop and curate programs and initiatives to enhance services and strengthen relationships between schools and families
- Coordinate case management and referral services for Flint kids and their families to outside agencies
- Facilitate meetings and workshops for families, school staff, community members, and the Center to promote a positive school culture
- Ensure all site-based activities remain in compliance with state and federal school-aged childcare regulations
- Collaborate with the Communications & Marketing Coordinate to generate reports on outcomes of the FSCS strategy for various stakeholders

#### *Program Oversight*

- Work flexible hours and/or be on-call from early morning until 7pm
- Ensure all child safety protocols are followed, including up-to-date emergency forms and attention to special circumstances, such as health concerns, food allergy plans, and custody arrangements
- In coordination with the Implementation Manager for Expanded Learning, develop an Emergency Action Plan, ensuring it is regularly updated for changes in program compliance, regulations, and changes in safety needs
- Utilize positive youth development resources to improve student attendance, behavior, and academic performance
- Collaborate with the Expanded Learning Coordinator to develop, manage, and execute data-driven strategies that address the desires and meet the demonstrated needs of Flint kids
- Ensure expanded learning programs are fully enrolled and attended regularly
- Coordinate with the Expanded Learning Coordinator to curate culturally- and developmentally appropriate expanded learning opportunities that improve Flint kids' academics, attendance, social-emotional regulation, promotion rates, and graduation rates
- Manage vendor relations, ensuring the highest quality services are offered for Flint kids and families
- Communicate with other administrators, staff, and organizations to coordinate activities, resolve issues, and share information
- Ensure compliance with all LARA rules and regulations, adhering to partnering districts' policies and procedures as well as those outlined in the licensed Before/Afterschool Program Handbook
- Develop, monitor, and maintain site budgets and timelines
- Serve as the primary point of contact for the systematic evaluation of the FSCS strategy, including activity and event effectiveness

#### *Strategic Integration*

- Collaborate with MTSS/PBIS teams to link students' school-initiated tiered engagement opportunities with interventions provided by the Center to understand the full range of factors influencing improvements in Flint kids' outcomes
- Participate in faculty, grade-level, and attendance team meetings, parent-teacher conferences, and regular meetings with school principals
- Attend all building-wide staff meetings and in-service trainings
- Participate in and contribute to family-facing activities in collaboration with school staff
- Facilitate collaboration between the Center's staff and teachers to align expanded learning opportunities with lesson plans and activities facilitated during the school day

- Coordinate with the Research & Evaluation Manager to execute a community needs assessment to determine the resources and services needed at sites

### **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.

### **Educational & Experience Requirements**

- Bachelor's degree in related field required or a relevant mix of education and work experience in education, youth development, recreation & education, or human services. Master's degree preferred.
- Minimum 2 years of successful experience in PreK-12 school environments
- Prior experience with program management and supervision of a team of staff, budget management, event planning, and referral coordination
- Experience managing, implementing, and coordinating youth service programs

### **Required Skills/Abilities**

- Demonstrated ability to thrive in a highly entrepreneurial environment.
- Demonstrated experience balancing strategic thinking with program execution while managing multiple priorities.
- Knowledge of budget development and use of data to drive program improvement.
- Knowledge of basic principles and practices of strategic planning, program management and staff supervision.
- Proven knowledge of and commitment to progressive management practices, including team building, negotiation skills, and collaborative decision-making.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Ability to lead an interdisciplinary team of professionals.
- Strong interpersonal and communications skills, including the ability to write clearly, speak in public forums to diverse audiences, and communicate effectively with stakeholders, staff and colleagues.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word and Excel.

### **Compensation & Benefits**

- Starting salary range: \$65,000-\$75,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits