

## Implementation Manager – Instructional Integration:

### Flint Center for Educational Excellence

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

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#### Position Summary

The Implementation Manager for Instructional Integration (Manager) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by ensuring the alignment and integration of comprehensive support services and expanded learning opportunities with the core instructional programs. With a primary focus on schools participating in the Network for School Excellence (the Network), the Manager will support the development and implementation of a community of practice (CoP) designed to enhance core instructional programs of schools serving Flint kids.

Reporting to the Director of Community Education & Out-of-School Time Learning with support from the Director of the Network for School Excellence, the Manager will support convening the Network, including participating in meeting planning and facilitation. As part of a four-person team, the Manager will coordinate with site leaders to integrate no-cost and low-cost lessons learned from the Network into other partner sites. To this end, the Manager will also coordinate with the Research & Evaluation Manager and technical assistance providers to evaluate the effectiveness of the Network, including examining students’ social and academic growth through data analysis and recommending changes to demonstrate and improve the Network’s impact 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 the Director of the Network for School Excellence in managing all aspects of the operation and supervision of the Network for School Excellence (the Network);
- Co-develop and circulate agenda items, presentations, materials, and resources to share with Network participants
- Maintain high levels of communication with Network participants, ensuring ongoing participation in the CoP

- Monitor the implementation of action plans
- Work flexible hours and/or be on-call from early morning until 7pm;

#### *Collaborative Planning & Program Alignment*

- Support the Director of the Network for School Excellence in developing and steering an action plan for the Network towards the achievement of its objectives and goals;
- Coordinate with technical assistance providers to support the development and implementation of workplans and progress reports in collaboration with Network participants;
- Coordinate with Implementation Managers and site staff to align expanded learning opportunities and comprehensive support services with schools' workplans;
- Provide training and technical assistance to ensure effective alignment and integration of the Center's educational services, programs and activities with schools' core instructional programs;
- Draw explicit connections between the Center's offerings (expanded learning opportunities and comprehensive support services) and partnering schools' curricula, standards, and/or strategic/improvement plans;
- Identify and execute opportunities to systematize effective alignment strategies throughout partnering schools;

#### *Evaluation, Data Monitoring, and Continuous Improvement*

- Develop progress briefs based on milestones and achievements of the Network
- Evaluate Network participants 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.

#### **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, public administration, project management, or human services;
- Master's degree in education, education administration, social services administration, or related field preferred.
- Minimum 5 years of successful experience working in schools or education-related 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**

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