



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Director of Community Schools

Reports to: Associate Superintendent of Elementary Schools
Department: Federal Programs and Special Projects
Number of Days: 12 Months
Compensation: EL-6
Overtime Status: Exempt
Date Job Revised: May 26, 2011

Position Summary: Oversees and conducts professional development training to TPS teachers and staff, supporting a range of current professional development commitments and promoting the professional development activities in how school staff can work more effectively with parents and community stakeholders. This professional development will lead to stronger family and parent engagement and healthier relationships within neighborhoods in all Title I schools. Provides leadership for the coordination of community school efforts to support Title I Schools. In addition, other responsibilities include managing and providing supervision to community schools coordinators and working closely with the Director of Title I to expand the outreach projects and activities for securing parental engagement. Assists in the deployment of the Parental Involvement Analysis across all Title I schools.

Qualifications/Job Requirements:

Education:

- Bachelor's degree in social work, education, health or related field, master's preferred.

Specialized Knowledge, Licenses, etc:

- Bilingual skills preferred.

Experience:

- Seven years of administrative experience or community building.
- Five years of experience in program planning, implementation, evaluation and organizational support.
- Three years of experience working in Title I schools.

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

- High level of interpersonal skills.
- Networking contacts within social services and corporate community.
- Knowledge of community resources.
- Ability to build community partnerships and maintain working relationships.
- Ability to work in a school bureaucracy.
- Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation.
- Ability to demonstrate cultural sensitivity and work with a diverse group of people.

- Ability to adhere to school policies and procedures.
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.
- Effective oral and written communication skills.
- Exhibits the ability to be a creative thinker and self-starter.
- Excellent organization, training, coordination, leadership skills. Sensitivity to the needs of youth and diverse ethnic populations.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Spends 80% of time at school sites providing ongoing professional training and technical assistance in ensuring alignment of Community Schools efforts with needs of site WISE plans.
- Provide supervisory and management support to community school coordinators
- Provide specific professional development on a range of topics and issues, including, but not limited to: (a) parent and community engagement (b) help teachers to communicate and work with parents and community members to assist in improving achievement.
- Collaborate and coordinate in the design and implementation of training modules for various audiences including teachers, coaches, and principals.
- Travel to schools to provide technical assistance on implementation of a range of programs and interventions including, for example, the components of the school-wide beginning reading model.
- Translate research into best practices for purposes of professional development, implementation and training.
- Recruits and supports school site team that includes neighborhood residents.
- Oversees administrative tasks for the day to day management and coordination of activities at schools to support WISE plan goals and needs in parental involvement.
- Plans and directs efforts to involve students, families and neighborhood residents in community school initiative.
- Establishes linkages with local businesses to promote their involvement in the Title I schools.
- Assures the functioning of all community school core components are effectively linked to school WISE plans, curriculum and fulfill the basic principles of community schools.
- Oversees and develops, maintains and nurtures relationships with school administration and staff, parents, family members, neighborhood residents.
- Oversees and develops programs that aim to increase educational opportunities and social connections for children, families and neighborhood residents.
- Oversees and manages schedules of partners at school site.
- Oversees and assists with designing and managing volunteer systems within the school.
- Represents school at community meetings and events.

- Assists in the developing of WISE plans to facilitate parent and community engagement.
- Prepares and presents written and oral reports as assigned by the Assistant Superintendent of Elementary Schools.
- Oversees, facilitates, and participates in training and professional development.
- Performs other duties as assigned by the Assistant Superintendent of Elementary Schools & Director of Title I.
- Scheduling flexibility.
- Communicate clearly and process complex information.