

Position Title: Director of Student Success Center & School Advisory Council

Department: Community Development

Reports to: Chief of Government and Community Relations and the Chief Innovation Officer on a limited base

Reporting to this position: Chairperson of the School Advisory Council, School Social Worker and the Education to Career Coordinator

Job Summary

The Director of Student Success Center & School Advisory Council (DSSC&SAC) will work collaboratively with all members of the Executive Leadership Team, Parents and Community Groups to ensure coordinated and consistent implementation of innovative programs focused on educating parents on at home learning techniques for continued student progress, providing social service assistance to students and parents in need of services, improving student achievement through programs and supportive staff located within the student success center. Also, give direction to the School Advisory Council and Community Groups in developing our school and community partnerships.

Nature and Scope of Position

- Provides leadership to staff located in the Student Success Center;
- Gives direction to the School Advisory Council on particular issues and areas of concern to the school;
- Directs programming located within the Student Success Center;
- Conducts evaluations of key program initiatives as a means of informing the Chief of Government and Community Relations & Chief Innovation Officer as to the effectiveness of CEC programming and recommendations for improvement;
- Sets priorities and measurable goals with the Chief of Government and Community Relations & Chief Innovation Officer;
- Develops and maintains clear and inclusive decision-making processes to ensure integration of academic supports and services to parents and stakeholders;
- Presents information to the CEO, DCEO and Board of Directors when required.

Qualifications:

- Bachelor's degree from an accredited college or university in community development, education administration, business administration or organizational development (Masters preferred);
- In lieu of the above listed qualifications we will accept a minimum of 5 years of community outreach and engagement work a High School Diploma, Associates Degree or 60 credit hours or more earned in one of the fields listed above.

- Community and student programming experience;
- Experience managing staff and managing a variety of programs and initiatives;
- Experience in project management, including the ability to deploy resources and manage multiple projects;
- Or any other combination of applicable education, training and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position.