

## **Bucyrus City Schools Community Hub School Coordinator**

### **Position Summary**

The Community Hub School Coordinator is employed by United Way of North Central Ohio and reports to designated staff at United Way, but is also accountable to the designee and the Community Hub School Leadership Team. The Coordinator will assist the school in the development and implementation of a comprehensive Community Hub School strategic plan that will include district administrators, principals, teachers, students, parents and community members. The Coordinator will also ensure compliance with Ohio's Learning Standards, Bucyrus City Schools Board of Education policies, scope of service and all other requirements of the Community Hub School Partnership.

### **Essential Functions**

#### Comprehensiveness

- Guides initial and on-going Needs and Resource Assessment.
- Leads the continuous improvement cycle.
- Ensures broad understanding of positive youth development and family strengthening practices.
- Guides high-quality program development and management.

#### Collaboration

- Leads the development of a shared vision and goals that shape a tailored comprehensive plan for school transformation.
- Implements Community Hub School key practices as appropriate to the plan: student and family engagement, collaborative leadership, expanded learning opportunities, community-connected classroom instruction, culture of belonging safety and care, integrated systems of support.
- Carries the collective vision; engages and excites others; ensures that programming supports the vision.
- Represents United Way of North Central Ohio's competencies, interests and priorities in the partnership.
- Develops a strong partnership with the Superintendent/or designee.
- Facilitates the Community Hub School Leadership Team.

#### Coherence

- Coordinates and supports Community Hub School Strategies contained in the plan, ensuring communication, logistics and follow through in alignment with the Superintendent/or designee.
- Monitors program quality, logistical issues, timeliness, etc.
- Works with school staff to develop procedures and policies as needed.
- Ensures appropriate "fit" and accountability of programming that is:
  - Aligned, in-school and out-of-school.
  - Designed to increase positive student outcomes.
  - Culturally appropriate and responsive to the populations served.

#### Commitment

- Informs all stakeholders of nature and scope of the partnership.
- Serves as a broker and facilitator of relationships to strengthen the partnership.
- Builds long-term relationships with the community through an “open door” policy.
- Works with Bucyrus City Schools and community partners to lead communication and public education about Community Hub Schools.
- Works with the Superintendent/or designee, Bucyrus City Schools and United Way leadership to develop a strategic funding plan and implement site-level resource development.
- Demonstrates the importance of and participates in a variety of United Way Resource Development strategies and initiatives to promote the Community Hub School model, including strengthening relationships with corporate and funding partners.

### **Education**

- Bachelor’s degree required.

### **Experience**

- Three to five years of experience in management or leadership.
- *Preferred:* Understanding of and experience working to address the challenges faced by low-income, at-risk populations; experience and passion for working with diverse populations.

### **Salary**

- \$47,000-\$51,000 per year.

### **Required Skills**

- Understand performance measures, indicators and results and recognize the importance of each to our organization, donors and community.
- Proven ability to express human service programs in an outcomes-based format.
- Proficiency in the use of personal computers.
- Adept at using Microsoft Office products and custom software.
- Excellent written and verbal communication skills.
- Ability to establish and maintain strong effective working relationships.
- Demonstrated leadership ability, team management and interpersonal skills.
- Ability to work cross-functionally to advance progress toward and achieve goals.
- Demonstrated project management experience and ability to track multiple projects and meet deadlines.
- Ability to work under pressure, adapt to change and solve problems.
- Empathy and understanding of those in need or at risk.

### **Physical requirements**

- Must be able to meet the physical demands associated with the responsibilities of this position.

### **Work Environment**

- Will work primarily in a school.
- Position may require transportation to offsite locations to complete business.

- Occasional evenings and weekend hours are required for attending and/or conducting meetings, conferences, workshops and events.
- Background check required.