

TITLE:	Student Success Director	STATUS:	Full -Time
REPORTS TO:	Vice President Early Care & Education	FLSA CLASSIFICATION:	Exempt

Position Summary:

United Way is a leading nonprofit organization in the Quad Cities region. We are committed to making a positive impact in our community by investing in programs that enhance education income, health and promote equity. Our mission is to mobilize people and resource to improve lives and create a community where everyone can access quality education, secure a good job, and enjoy a health life.

As a K-12 Student Success Director at United Way Quad Cities, you will play a vital role in supporting student achievement and ensuring that all students have the resources and support they need to reach their full potential. In this role, you will work closely with school administrators, teachers, parents, and community partners to develop and implement programs that promote academic success, improve attendance, and provide social-emotional support for students in need.

The Director will lead our United for Schools (UFS) program, modeled after the national Community In Schools (CIS) curriculum of Integrated Student Supports. The program surrounds students with a community of support, empowering them to stay in school and achieve in life. The Integrated Student Supports model places site coordinators in schools to work in partnership with school districts to develop new strategies and community partnerships to provide additional support and resources to students and families through confidential, developmentally appropriate, culturally sensitive interventions, services and supports.

ESSENTIAL JOB FUNCTIONS:

- Assist with recruitment, screening, and hiring processes for new UFS site coordinators, as needed.
- Orient and train UFS site coordinators in the implementation of the CIS model which includes opportunities for flexibility to address unique community needs.
- Coach and supervise UFS site coordinators in the delivery of the CIS Model. Consult with principal at each school on the selection of the site coordinator.
- Collaborate with UWQC Community Impact team, grantees and other stakeholders to advance academic achievement
- Participate in Communities in Schools national and school district trainings and meetings, in order to support campus leadership in understanding and implementing the CIS Model, aligned with school improvement plans and priorities
- Review and align CIS school needs assessments and support plans with school improvement plans
- Maintain regular communication with school leadership and site coordinators, including pro-active meetings and troubleshooting
- Maintain regular communication with district leadership, school leadership and site coordinators, including pro-active meetings and troubleshooting
- Convene monthly site coordinator meetings to enter data and troubleshoot issues

- Identify community trends and needs and using this information to drive CIS' work across campuses
- Identify potential community partners and coordinate with organizations nearby that may support multiple schools
- Regularly monitor and analyze CIS data through the Communities in Schools Data Management System (CISDM). Support site coordinators in using data to improve practice.
- Create timely impact reports highlighting the impact occurring at each United for School site
- Provide feedback and maintain regular communication by submitting quarterly reports to school district leadership
- Establish deadlines for activities and data entry and hold site coordinators accountable
- Provide regular updates with UWQC Education Council and local school boards regarding student success efforts.
- Collaborate with the Resource Development Team to present to donors and corporate partners to facilitate program investments.
- Develop and implement opportunities for students to explore career pathways. exploration opportunities
- Establish sustainable funding for United for Schools and other student success initiatives.

Competencies for All Employees:

- Mission-Focused
- Relationship Oriented
- Collaborator -
- Results-Driven
- Brand Steward

REQUIREMENTS:

Education/Training: Bachelor's Degree in Social Work, Education or related field required. Master's Degree preferred. Experience working in a school setting and with diverse populations preferred.

Experience/Other Requirements:

- Relevant experience to include a mix of direct services and program development/program management working with vulnerable children, youth, or families.
- Strong communicator and relationship builder with community and/or school district partners.
- Proficient with data collection processes and using data to inform programmatic decisions.
- Combination of excellent analytical skills, time management, and ability to be creative and flexible to help move things forward.
- Comfortable making independent decisions while working well in a collaborative team.
- Comfortable with public speaking.
- Valid Driver's License, automobile insurance, and reliable transportation required

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I have read this job description and understand it and have received a copy.

Employee's Signature

Supervisor's Signature

Date

Date