

Hub Director Position Description

Position Title: Schools as Community Hubs – Site Level Hub Director
Supervisor: Mark Haskins/Vice President of Programs. Additional daily support and supervision provided by the school principal. Ongoing training and support is facilitated and provided by United Way of Greater Toledo.

Position Summary:

The Hub Director is responsible for the implementation, integration, alignment and coordination of the *Schools as Community Hubs* strategy at the site level: Scott High School.

The Hub Director leads the coordination of the majority of activities, programs and supplemental services implemented at the school site, which may include before, during and after school activities, and programs and services during the academic year and throughout the summer months.

Skills and Qualifications:

Candidates should possess a 4-year college degree in a related field (e.g. social work, education, community health, youth development, recreation, etc.) and at least 3-5 years of related experience in youth development, community development, or family service.

This position requires excellent organizational and management skills including training, evaluation, data management, computer skills, written and oral communication, and experience in fund/resource development. Current First Aid and CPR certification is a benefit.

Strong interpersonal skills are necessary, including networking, grassroots community organizing, teambuilding, and collaborative leadership. Experience in working with a wide range of professions, backgrounds, and both paid staff and volunteers is desirable. Must have proven skills in relating to youth, parents, school staff, educators, and community at large. Must have an understanding of, and experience with, multi-cultural populations, as well as a strong understanding of families in poverty and working from a cultural competency and asset based model.

Understanding and working knowledge of public schools and community assets and organizations within the Scott High School Hub's neighborhood and Greater Toledo is desired. Ability to be flexible including flexibility of work schedule is expected.

Primary Activities:

- 1) Convene and staff a school-based hub leadership and governance team, a coordinating body that is co-led by the principal and Hub Director, and may comprise administrators, teachers, support services staff, partners, parents and others to identify needs, set priorities and coordinate the *Schools as Community Hubs* strategy
- 2) Conduct initial comprehensive assets and needs assessment that engages multiple stakeholders of the school and neighborhood, and fosters a wide-ranging understanding of the school and neighborhood's opportunities and risks.

- 3) Coordinate assets and needs assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders. Participate as key leader in community engagement process to create or capitalize on opportunities related to the assets and needs assessments.
- 4) Facilitate communication and broker relationships with existing and potential partners, key stakeholders, and volunteers that lead to programming, services, and opportunities that are responsive to identified assets and needs.
- 5) Implement and coordinate a menu of needs-driven, high-quality programs and services in adherence with the *Schools as Community Hubs* model (community engagement process and assets/needs assessments), including, but not limited to: early childhood programs; expanded learning and enrichment opportunities; health services; parent/family engagement; adult education; financial stability services; basic needs; direct material assistance and targeted interventions for identified students and families. Planning and alignment of programs, services, and opportunities should be done collaboratively with the principal.
- 6) Lead site-level partnership meetings of Hub partners to ensure ongoing synergistic, coordinated and integrated programming working seamlessly with the school staff.
- 7) Develop, maintain, and update agreements for all partners and programs, including outcome measurements against shared goals.
- 8) Serve as key information contact for non-school day schedule; communicate and coordinate full calendar of activities; act as key community contact person for school & their assigned school staff.
- 9) Provide supervision and coordination of programming during and beyond the school day for students, families and the community during extended daily hours and year long.
- 10) Participate in capacity-building activities, including, but not limited to, District-wide and site-level trainings, consultations, meetings, and events across schools.
- 11) Participate in neighborhood based meetings and events as an individual connected with the *Schools as Community Hubs* initiative through the LSSNWO, Scott HS, School District and United Way.
- 12) Participate in training and technical assistance activities coordinated by United Way and offered by the School District and the LSSNWO.
- 13) Participate in district and individual school grant-seeking and other fund development activities; including planning and development of application processes, grant-writing, and training and/or technical assistance in outcome measurement reporting.
- 14) Support the research/evaluation of the *Schools as Community Hubs* strategy by supervising and coordinating the collection of data and preparing and providing timely submission of reports and information to the LSSNWO, United Way, and TPS. Maintain up to date records for all programs.

Effect on End Results:

- 1) Increased student academic achievement, social/emotional development, and health/wellness.
- 2) Stable or increased student enrollment.
- 3) Families have supportive relationships, are engaged in their child's education, and are supportive of their neighborhood school.
- 4) Safe, connected, and engaged neighborhoods.
- 5) Improved social, health, and economic vitality of the school's neighborhood, and ultimately, the school district.
- 6) Positive relations with all constituents.

Learning Resources

It is recommended that applicants become familiar with the following learning resources, along with information found at www.unitedwaytoledo.org/education/hubs.

Building a Community School – Children's Aid Society

<http://nationalcenterforcommunityschools.childrensaidsociety.org/system/files/building-a-community-school.pdf>

Surrounded by Support: Partnerships Between Communities and Schools Connect Students With the Services They Need

http://www.aft.org/pdfs/americaneducator/summer2009/ae_summer09.pdf

Growing Community Schools: The Role of Cross-Boundary Leadership – Coalition for Community Schools

http://www.communityschools.org/assets/1/AssetManager/Growing_COMM_Schools.pdf

Additional learning resources can be found at:

www.nationalcenterforcommunityschools.org

<http://www.communityschools.org/>