

Position Description

Position: Manager, Community PLUS Schools

Department: Education Impact

Reports to: Vice President, Education Impact

Organization Overview: United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, collaborative, and adaptive. At United Way of Anchorage, we believe in celebrating success, learning from failure, and ambitious goals.

Position Overview: The Community PLUS Schools Manager is responsible for supporting efforts to reach a 90% graduation rate by 2020 and developing United Way of Anchorage's (UWA) work with school staff, families, community service providers and volunteers to connect elementary students to services and supports in order to increase their academic success and improve attendance. To achieve this, efforts include but are not limited to proactively building and nurturing partnerships with Anchorage School District (ASD) schools and community partners, and growing the ability to integrate in-school academic supports, non-academic community supports, and strategies for increased student and family engagement with learning to improve attendance and academic outcomes so students have the best possible chance for success.

Major areas of responsibility include, but are not limited to:

- Generate enthusiasm and concrete action for Community PLUS Schools with ASD staff and community partners
- Grow existing and develop new Community PLUS School partnerships
- Develop robust structure for Community PLUS Schools initiative in partnership with ASD and community partners to implement Community PLUS Schools and measure outcomes
- Report regularly to UWA leadership and staff, and 90% by 2020 Executive and Leadership teams
- Proactively collaborate with ASD staff to systematize student identification and referral processes, ongoing data collection and data analyses related to attendance and proficiency
- Collaborate with ASD staff and community partners to develop system for supporting and monitoring service provision for identified students
- Meet regularly (weekly) with teachers, school staff, and families to identify any contributing non-academic issues or concerns that indicate a need for external community supports
- Work with schools, students and their families to make the connection to appropriate supports and/or remove barriers or obstacles to student success
- Use and analyze student- and school-level data to review student progress, identify promising practices, and inform planning
- Identify and help facilitate opportunities to encourage whole-school success
- Partner with existing parent/community groups and networks to guide, implement and/or expand upon existing family engagement initiatives
- Produce reports for use by Education Impact team, ASD administrative and school staff, United Way staff and board of directors, and funders
- Collaborate in planning, project management, implementation and evaluation of special events, community engagement opportunities, and/or projects
- Conduct ongoing review of Community PLUS Schools initiative and adjust for improvement of partnerships, processes and impacts as necessary
- Team with partner Community PLUS Schools Manager to accomplish all areas, as well as other Education Impact and UWA staff, as appropriate

Position Requirements: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree and 2-4 years of progressively responsible experience in nonprofit or public sector administration, program management, and/or project management. Experience in a school environment and/or working with children and families in social service or community development organizations is highly desirable. Preference will be given to candidates with experience working in the Anchorage School District or any of the partner schools, or strong connections to the surrounding neighborhoods. Previous experience with maintaining confidentiality are required. Successful candidate must pass a background check.

Requirements:

The successful candidate demonstrates evidence of

- Self-motivated, strategic thinking, planning and action
- Proactive, creative and collaborative problem solving
- Independent worker able to effectively manage time and prioritize work tasks, while also working productively as a team member
- Strong interpersonal skills and ability to maintain positive relationships
- Work with diverse populations and high degree of cultural awareness and sensitivity
- Knowledge of resources available to children and families in Anchorage, including ASD
- Understanding of and sensitivity to challenges for at-risk students and low-income communities
- Ability to maintain confidentiality of student and family information
- Ability for working with variety of data to identify issues, propose solutions, and track progress
- Some knowledge or understanding of instructional practices and/or working in primary and/or secondary schools
- Clear and concise correspondence, including reports and letters
- Ability to analyze, organize, and prepare statistical information for reporting; maintain records
- Ability to set priorities and adjust them as circumstances require
- Excellent customer service orientation
- Entrepreneurial spirit; positive mindset for working with all partners to achieve desired goals
- Knowledge of or ability to understand and interpret the policies, procedures, and general organizational structure of the Anchorage School District
- Availability to work a flexible schedule that may include multiple work locations and occasional work on mornings, evenings, and weekends
- Proficiency in MS Office within a Windows operating system, internet-based research and database management; ability to learn new software as required
- Intermediate to advanced knowledge of Excel is desirable
- Valid driver's license and access to reliable vehicle daily

Place of Work: Multiple locations in the Municipality of Anchorage, including Anchorage School District administration building and schools, and United Way of Anchorage (701 West 8th Avenue, Suite 230, Anchorage, Alaska 99501).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move objects up to 25

pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Hours of Work: 8:30 am – 5:00 pm -- Monday – Friday with occasional morning, weekend, and evening commitments.

Salary & Benefits: Exempt position. Salary 50,000 – 55,000, DOE. Benefits include holiday pay, medical, dental, and vision insurance, and a retirement plan.

To apply: Please submit cover letter and resume to shunte@ak.org. Applications will be accepted until position is filled.