

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0348
Pay Grade: C10

FLSA: Exempt

DIRECTOR, STRATEGIC PARTNERSHIPS

MAJOR FUNCTION:

Direct, supervise, develop, coordinate, organize, implement, monitor, and evaluate the operational policies, procedures, and processes of the Office of Strategic Partnerships. Responsible for the district's family and community relations activities including, but not limited to, volunteer and mentoring programs, corporate /business, community, faith-based, government and higher education partnerships. Provide guidance and support to internal and external organizations, individual schools, district-level organizations, and post-secondary institutions to better serve the needs of all students.

DUTIES AND RESPONSIBILITIES:

- Performs administrative duties involving needs assessment, goal setting, program planning & evaluation, budget development and administration, and personnel management.
- Provides leadership to and monitors the district-wide family and community relations program including policies and procedures, recruitment, screening, training, placement, family involvement, and recognition of school volunteers.
- Participates in grants and related budget administration.
- Works with appropriate district staff to develop, implement, and monitor guidelines and procedures relating to volunteers and business partners.
- Maintains a district level database for all partnerships, volunteers, mentoring programs, and family and community relations.
- Compiles information and prepares various reports as required, including the consolidation of school-based reports on volunteer participation for state-mandated reporting.
- Monitors customer satisfaction results.
- Provides differentiated support for parents and families to increase student success.
- Engages parents/families so that the diverse groups of each local school community are involved in school activities.
- Interacts with the community to educate and stimulate awareness of family and community relations through publicity, public speaking, promotional events, SAC, and other related partnerships.
- Meets regularly with community groups to strengthen productive partnerships, and seek, and gather community input and feedback.
- Develops a reciprocal partnership with business/corporations and the district to provide training that will enhance professional development and student learning.
- Coordinates, monitors, and supervises mentoring programs
- Coordinates, monitors, and trains all mentors for the Doorways program
- Organizes and coordinates the Speaker Bureau and Great American Teach-In
- Develops training components in conjunction with curriculum services subject area supervisors for mentoring/tutoring programs.
- Works with the Communications Department to market Pinellas County Schools to parents and the community.
- Publishes a quarterly newsletter and yearly parent guide.

DIRECTOR, STRATEGIC PARTNERSHIPS

DUTIES AND RESPONSIBILITIES (Continued):

- Trains administrators, faculty, and related staff, and/or volunteers in family and community relation policies, procedures, and applications.
- Designs and delivers training for administrative, instructional and support personnel related to family and community relations; develops volunteer training manuals for use at the school level.
- Promotes and monitors volunteer and other family and community relations services provided by community organizations.
- Performs the monitoring and reporting for State mandated family involvement.
- Assists principals with delicate and confidential issues related to school volunteers and business partners.
- Aligns all community organizations to the district strategic directions
- Meets regularly with community groups to strengthen productive and partnerships
- Communicates to all community organizations on an on-going basis regarding the district directions and student success.
- Expands business partnerships with Universities and Colleges
- Creates a District-Wide Employee alumni association to promote public school awareness for parents, students, schools, and community.
- Develops and maintains a program to link student and schools to integrated services
- Develops and maintains educational partnerships that support student achievement and district direction.
- Interacts with governmental agencies to strengthen productive partnerships and to educate and stimulate awareness of family and community relations through publicity, public speaking, promotional events, SAC, and other related partnerships.
- Serves as a liaison for the District and Superintendent to effectively communicate the vision, mission, district priorities, identified strategies, and future goals.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Five (5) years experience in personnel management, volunteer programs, which includes two (2) years in a large school or business environment. Demonstrated organizational and communication skills and knowledge of latest developments in related field

ISSUED: 7/09 RAS; BOARD APPROVED: 7/28/09

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DIRECTOR, STRATEGIC PARTNERSHIPS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Strategic Partnerships – ADM