



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Community Schools OST and Community Engagement Director

Primary Function

To develop the District's Community Schools and OST initiatives. Implement and steward initiatives that involve OST and community relationships.

Organizational Relationship

The OST and Community Engagement Director reports directly to the Assistant Superintendent.

Qualifications

- Bachelor's degree in relevant field such as education, public health, social work, or social policy
- Experience in project management, collaboration, supervision, and evaluation
- Demonstrate excellent organizational skills and the ability to motivate people
- Ability to perform assigned duties and tasks with a minimum of direction
- Demonstrate an understanding of the regulations regarding grants and school evaluation
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Support the initiatives proposed by the Community Schools Steering Committee and in alignment with the Full Service Community Schools Grant.
2. Convene and facilitate Community Schools Team weekly meetings with other Community Schools Directors
3. Plan and coordinate professional development and trainings on the community schools strategy for Community Schools team, school and district staff, partner organization staff, and parents
4. Work collaboratively with the other Community Schools Directors to develop and execute the department's annual plan
5. Organize, facilitate, and manage the Expanded Learning Opportunities Work Group
6. Facilitate and manage all OST and ELO Programs for the District
7. Supervise and evaluate OST Managers
8. Implement and steward community initiatives that involve OST and ELO programming
9. Contribute in identifying and compiling data and information for grant and funding submissions
10. Manage the grant goals, funding, and evaluations required for any OST or ELO grants
11. Support the recruitment and retainment of highly qualified, diverse staff that represents our community
12. Responsible for developing and implementing "Grow Your Own" programs. July 12, 2021



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13. Co-develop and co-facilitate equity initiatives in the District in collaboration with the Teaching and Learning Department
14. Represent the District on community-led committees and coalitions
15. Other duties as assigned

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Position may have evening and weekend responsibilities, including a potential non-traditional schedule with hours as early as 7am or late as 9pm. Due to the nature of the duties for this position, the Development Director's hours are flexible. Final schedule to be determined based on community school initiative needs.

Evaluation

Performance will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.