Director of College/Career Readiness and Community Partnerships

Purpose Statement

The job of Director of College/Career Readiness and Community Partnerships is done for the purpose/s of conceptualizing, developing, and facilitating the implementation of projects and initiatives that foster partnerships with colleges, businesses and the community. This position requires close coordination and communication with managers and other professionals throughout, to provide relevant and rigorous experiences for students and staff. This incumbent is required to work successfully with representatives from various businesses, groups, and organizations. This position strives to achieve fulfillment of its mission of creating positive and effective partnerships to the greatest extent practicable.

This job reports to the Executive Director of Curriculum, Instruction and Accountability

Essential Functions

- Attends and participate in community meetings for the purpose of representing the organization, maintaining and developing relationships with key external contacts and the community at large.

- Creates new and effective partnerships between the district, area businesses, and college-universities for the purpose of strengthening relationships in the community.

- Develops and implement programs that promote collaboration and partnerships for the purpose of benefiting students, staff, and the district as a whole.

- Encourages new and creative programs linking Liberty Public Schools and the community for the purpose of continuously improving and striving for excellence.

- Evaluates the impact of current community and college partnerships and recommend improvements for the purpose of benefiting Liberty students.

- Improves the internal coordination and collaboration with colleges and universities for the purpose of strengthening the partnership within the school in order to prepare students for the future.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: communication, leadership, work independently, persuasiveness, implementation, etc.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: diverse cultures and communities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of
individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under some temperature extremes.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: .

Required Testing
None Specified

Certificates and Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date
7/1/2020

Salary Grade
See Administrator Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.