



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	School Community Relations Director
SCHOOL/DEPARTMENT	Communications
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Public Information Officer
SUPERVISES	2 Specialist, 1 receptionist, 10 Site Coordinators
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The School Community Relations Director performs a variety of supervisory and administrative tasks guiding the development and implementation of the Out of School Time programs at the elementary and middle school level, summer and intercession enrichment programs, and all activities associated with the School Community Relations Department for the school district. Work involves developing and coordinating afterschool programming that enhances students’ success in school and life, supports the school district’s strategic plan and policies, and aligns with the North Carolina Division of Child Development and Early Education (NCDEE) required standards and best practices for school-age child-care. Work involves facilitating professional development for program staff, establishing accountability measures, collaborating with district, community and State agency education and child care personnel. Reviewing and analyzing program data and preparing program reports. The Director regularly visits schools to monitor compliance with district programming expectations, and to provide support, coaching, guidance, evaluation and feedback to Site Coordinators and staff regarding program strengths and areas in need of improvement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of county and school board policies, procedures and standards regarding the delivery of education, enrichment, and recreational services to students
- Considerable knowledge of the principles of supervision, organization and administration, especially as they apply to a central office administrator working with site-based staff
- Considerable knowledge of federal and state statutes and regulations regarding provision of services to students in a licensed child-care environment
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of parent education and outreach practices and programs
- Demonstrated skill in providing consultative services to school staff
- Ability to evaluate the effectiveness of existing programs and to make recommendations for improvement
- Ability to work and effectively communicate with diverse groups and organizations both orally and written
- Demonstrated ability to develop and conduct effective presentations
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information
- Ability to exercise considerable independent judgment and initiative in planning and directing activities and in applying standards to a variety of work situations
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in early childhood development, K-12 education, psychology or another related field
- Minimum of five (5) years of experience working with elementary and middle school students in a school environment
- Program coordination and supervisory experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Certification as a professional educator in administration, supervision, student services and/or teaching (K-12)
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Valid NC School Administrator Certification
- Ten (10) year of experience in child care, teaching or related field with program coordination and supervisory experience

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership in the development, implementation and evaluation of system-wide after-school program and ensure that the program meets district and NCDEE required standards
- Establish department goals that support the SCR priorities and identifies methods to measure progress
- Consult with Finance Department to develop budget and spending plan, tuition rates, and distribute data to appropriate staff and principals, provide leadership in budgetary matters
- Evaluate after-school programs, submit recommendations for improvement to Superintendent and/or district leadership
- Provide facility use guidance to office staff, school employees, community and government agencies and businesses as required
- Provide information to other departments, offices, and the public in a timely manner and respond to various issues involving the use of district resources by district related organizations, groups, community groups, commercial organizations, and government agencies
- Plan develop and implement policies and procedures for operation of a cost effective District Enterprise program
- Ensure that local, state, and federal rules and regulations are enforced within the SCR program(s)
- Ensure compliance with applicable local, state, and federal guidelines in reference to elementary after-school programs
- Develop, implement and monitor internal controls to ensure financial accountability and program integrity
- Oversee activities of departmental personnel via direct or delegated supervision of various programs
- Ensures that established policies, procedures and programs are planned and implemented
- Review, develop, and implement policies and procedures, as necessary to improve department efficiency, safety, and compliance with DCDEE regulations
- Review various reports and approve actions or makes recommendations regarding procedures
- Work with agencies that have jurisdiction over licensed school-age child care programs and local health department and district as well as community contacts
- Work with HR to prepare and refine job descriptions, interview candidates for employment, review and appraise job performance of direct subordinates
- Prepare and submit various reports and records as required by the Superintendent
- Review job performance evaluations of departmental personnel as submitted by subordinate supervisory personnel
- Enforce the school district's Code of Ethics to ensure integrity in procurement process and purchases
- Develop and implement public relations/partnerships to facilitate a positive public image and advise parents, district personnel, community members of services and benefits of SCR department
- Develop promotional materials (print and electronic) in collaboration with site, district, and local stake-holders while ensuring appropriate dissemination of information

- Confer with C&I, Operations, and Technology to provide opportunities to collaborate within the after-school program(s)
- Develop, identify, coordinate and present professional development opportunities for after-school staff
- Visit schools to observe the after-school programs, communicate district and departmental vision and expectations as well as monitor staff's progress in meeting SCR program expectations
- Serve of various committees in the school district
- Attend seminars, conferences, workshops, classes, lectures, as appropriate to enhance and maintain knowledge of trends and developments within the School Age Care realm
- Review professional journals, attend association and professional meetings to develop SCR programs and partnerships
- Oversee activities, training, and preparation for and obtain DCDEE child care licenses and School Age Care Environment Rating Scale (SACERS) assessments to maintain 5 star ratings
- Serve on advisory board(s) and/or community groups as needed/assigned
- Support, assist, and serve in a leadership role in activities sponsored by Orange County Schools
- Act as liaison with department heads, principals and community agencies
- Perform other duties as assigned by Public Information Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*