



## Director of Community, School and Business Partnerships

**FLSA Status:**

Exempt

**Qualifications:**

Minimum requirement of a Bachelor Degree.  
Excellent interpersonal and communication skills with staff, parents, and patrons.  
Demonstrated excellence in written communication.  
Demonstrated success at designing and maintaining a positive culture.  
Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement.  
Ability to exercise sound judgment on sensitive issues.  
Effective public speaking and networking skills.

**Certification and Licenses:**

Missouri State Teaching Certificate.  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Experience:**

Minimum of three (3) years of successful teaching experience.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

Administrative Salary Schedule

**Reports to**

Superintendent

**Terms of Employment**

Twelve months with benefits according to school board policy.

**Purpose Statement**

The Real World Learning Community Partnership Liaison facilitates career awareness and career pathway development with students and staff, as well as cultivates positive and productive relationships with employer, community, and civic networks to ensure student learning goals are realized.

## **Essential Job Functions**

### **RELATIONSHIP DEV & MGMT**

- Develops and maintains relationships with local employer and community partners to expand RWL opportunities for students, enabling them to graduate with assets needed for success in life, learning, and work.
- Serves as district strategic liaison to regional RWL Network and other relevant civic and intermediary organizations to ensure best practice engagement with employers and equitable student access to a diverse set of employer and community experiences.
- Communicates regularly with internal and external RWL stakeholders to set expectations, understand needs and opportunities, and identify and addresses issues and barriers to ensure all students engage and benefit from RWL activities.
- Coaches and develops district staff to help them understand and effectively navigate differences in education and employer cultures and operating models.
- Coaches and develops district staff to help them understand and effectively support student investigation of career pathways.
- Facilitates opportunities for K-12 students to develop career awareness and career pathways that will inform secondary course selection and determine market value assets related to individual student career goals.

### **STAKEHOLDER PREPARATION & QUALITY ASSURANCE**

- Coordinates Federal program funding.
- Works with PCR-3 Education Foundation.
- Works with Pirates R.O.C.K. partners.
- Develops and delivers resources and training to district staff, students, and RWL partners to ensure quality experiences.
- Provides timely, actionable feedback to district staff so they can quickly address relationship or quality issues and remain nimble to the dynamic external environment.
- Develops and monitors the internal district processes and practices needed to ensure progressive student readiness for RWL opportunities according to regional standards.
- Draws upon and shares resources, feedback and key data with regional RWL Network to continuously improve common regional RWL assets and approaches.

### **MARKETING AND COMMUNICATIONS**

- Influences current partners and stakeholders (students, parents, staff) to promote RWL opportunities within their networks to encourage regional expansion of opportunities.
- Partners with district and regional communication staff to increase stakeholder awareness and understanding of RWL opportunities and student success stories.

### **OPERATIONS**

- Partners with staff and regional RWL network to identify opportunities to integrate RWL into curriculum to facilitate student exploration and engagement in pursuit of MVAs.
- Maintains understanding of local, regional and national skill requirements and significant gaps and ensures opportunities and path-finding resources are aligned accordingly, and will provide these opportunities to staff.
- Supports grant acquisition that aids in budgeting to ensure RWL experiences for students and staff.
- Ensures data about business and community partners and RWL activities is entered timely and accurately into regional RWL data systems to ensure accurate records and recognition of participation and MVA achievement.

### **OTHER JOB FUNCTIONS:**

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Support district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.

- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Read, analyze, and interpret professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.
- Ability to work to implement the vision and mission of the district.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone e t i q u e t t e .

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Physical Demands**

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. This individual must be able to travel between district facilities. The position may require other travel.

### **Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active.