

## Director – Network for School Excellence:

### Flint Center for Educational Excellence

Exemption Status: Full Time, Exempt – Salaried (grant-funded position)

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#### Position Summary

The Director of the Network for School Excellence (the Director) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by partnering with families, school districts, researchers, and other stakeholders to support the efficient, effective, and collaborative delivery of coordinated K-12 educational services in Flint. With support from technical assistance providers, the Director will convene a network of schools primarily serving Flint kids to develop and implement plans that improve the quality of instruction available to Flint kids. The Director will also coordinate with the Director of Community Education & Out-of-School Time Learning to oversee the implementation of an integrated community education and afterschool initiative in schools participating in the Network for School Excellence (the Network).

In collaboration with the Executive Director, the Director will develop, recommend, and implement a strategic plan to improve the universal quality and accessibility of K-12 education services for Flint kids, leveraging the Center’s initiatives as demonstration sites. As part of the Center’s senior leadership team, the Director will ensure the Center fulfills its dual purpose of building a community that works for all Flint kids and serving as a catalyst for other communities to do the same by engaging policymakers to advance public policies that improve the quality and accessibility of early childhood education services in Flint and beyond.

#### About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center’s growth and development as a high-performing organization.

#### Major Responsibilities & Key Tasks

##### *Strategic Planning, Consultation, & Oversight*

- In coordination with technical assistance providers, recruit and onboard Flint-area schools as participants of the Network for School Excellence
- Coordinate the activities of technical assistance providers and Network participants to ensure the Network’s goals are met
- Provide consulting, strategic and technical expertise, and technical support to Network participants in the development of innovative plans to transform educational programs;
- Articulate leading and lagging indicators and objectives that codify the progress of Network schools individually and collectively;
- Keep abreast of new developments, advancements, and trends in local, state, and federal regulations related to school improvement
- Advise Network participants and provide assistance in the initiation, evaluation, and improvement of processes and programs identified in schools’ plans

### *Program Leadership*

- Coordinate with the Director of Community Education & Out-of-School Time Learning to monitor, coach, and deploy the Center's staff embedded at Network schools to advance outcomes for Flint kids
- Co-lead and provide oversight for all components of the community education and afterschool initiatives operated by the Center at Network schools
- Direct, refine, and improve the quality of the community education strategy at Network schools to respond to the immediate and emergent needs of Flint students and their families
- Co-manage the activities of the Implementation Manager for Instructional Integration to ensure site-level teams at Network schools receive exceptional support to achieve pre-determined performance targets
- Coordinate with the Executive Director to develop and manage an annual project budget for the Network
- Oversee the evaluation and dissemination of impact data related to the Network

### *Kindergarten Transitions & PreK-3 Alignment*

- Serve as a key member of the Center's *Ready, Set, Succeed* design team, developing a pilot kindergarten transition intervention that will be piloted in the 2023-24 school year
- Coordinate with the Director of Community Education & Out-of-School Time Learning to scale kindergarten transition interventions through the Center's community education strategy
- Identify tensions and alignments between Network schools' kindergarten programs and the Center's demonstration programs;
- Develop and implement practices that improve the readiness of the Center's early childhood programs and Network schools' kindergarten programs for Flint kids

### *External Partnerships & Government Relations*

- Coordinate with the External Relations Manager to develop communication and marketing strategies, including online communication and website, to promote a positive image of the Network in the community.
- Represent the Network with media, visitors, at special events and other public activities for promotion of the Network's goals
- Coordinate with local stakeholders and the External Relations Manager to codify a K-12 advocacy agenda and make progress toward its goals
- Participate in executive leadership activities, learning groups, and meetings related to the core activities of the Network
- Regularly engage policymakers on the value of increased investments in K-12 education, providing a minimum of one state-level legislative testimony and one local legislative testimony annually.

### *Fundraising & Grant Administration*

- Pursue funding, including grants, to support growth and sustainability of the Network
- Manage grant reporting deadlines and ensure the compilation of grant reports that reflect the breadth and depth of the Network

### **Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

### **Educational & Experience Requirements**

- Bachelor's degree required. Master's degree in education, child development, social work, education/social services administration, or related field preferred.
- Minimum 7 years of successful experience in administrative and/or supervisory positions.
- Prior program development, management, fund development, grants management, public policy, and evaluation experience.

### **Required Skills/Abilities**

- Demonstrated skill and experience in school and district improvement
- Demonstrated consultation, coaching, and group facilitation skills
- Proven ability to integrate technology into professional development activities
- Demonstrated ability to thrive in a highly entrepreneurial environment.
- Demonstrated experience balancing strategic thinking with program execution while managing multiple priorities.
- Knowledge of budget development and use of data to drive program improvement.
- Knowledge of basic principles and practices of strategic planning, program management and staff supervision.
- Proven knowledge of and commitment to progressive management practices, including team building, negotiation skills and collaborative decision-making.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern and openness to change.
- Ability to lead an interdisciplinary team of professionals.
- Strong interpersonal and communications skills, including the ability to write clearly, speak in public forums to diverse audiences, and communicate effectively with stakeholders, staff and colleagues.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word and Excel.

### **Compensation & Benefits**

- Starting salary range: \$100,000-\$115,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits