



## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Community Schools Director  
**Department:** Youth Services  
**Reports to:** Assistant Director of Youth Services  
**Hours:** Full-Time (35 hours/week)  
**FLSA:** Exempt

### Position Summary:

The Community Schools Director will provide program oversight and the integration and alignment of school- and community-based services throughout an expanded learning day (such as health, mental health, counseling and academic enrichment). The Community School Director (CSD) will be a leader in the building, assuming a role similar to that of an additional assistant principal and ensuring program is alignment with school and Community School District goals.

### Responsibilities:

#### School Partnership-Building:

- Serve as an advisor to the principal, providing leadership for coordinating the work of different partners within the school, and aligning the work of partners with the school faculty.
- Work with school leadership to maintain a focus on results and track progress.
- Organize Community School Team (CST) Meetings, Support the development of the school's Community School Plan and/or community school components of school's Renewal School Comprehensive Educational Plan (RSCEP), and oversee the plan's implementation.
- Develop strong relationships with parents, students, and teachers, and ensure that all stakeholders understand what a community school is and how it supports student achievement.

#### Expanded Learning Time (ELT):

- Work with SLT, teachers and partner agencies to integrate expanded learning and enrichment activities before, during or after the school day.
- Build relationships and mechanisms to effectively link the school day to expanded learning activities.
- Assist the school in identifying outside providers for ELT as necessary.

**Attendance Improvement:**

- Serve as a key member on school's attendance team, including (but not limited to) using the New Visions data tools for tracking and coordinating student interventions. Assist with data collection and research, and prepare relevant data to bring to meetings.
- Organize and oversee assets and needs assessments and seek input from teachers, school staff, parents and students to determine ongoing needs of students and families.
- Identify high need students, coordinate with teachers to target interventions, and track and monitor impact of interventions.

**Family Engagement Support:**

- Work with Principal, SLT, and Parent Coordinator to implement a transformative model of family engagement that creates strong school-to-home partnerships for learning. Support special events that promote family engagement.

**Coordination of Social Services:**

- Serve as a point person for coordinating vision screenings, mental health services and physical health services in conjunction with the Office of Community Schools.
- Identify local community resources and broker new partnerships that are aligned with school goals and needs.
- Develop memoranda of understanding and subcontract agreements with subcontractors as necessary.
- Additional duties as assigned by Assistant Director of Youth Services and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree required in related field, Master's Degree preferred with 2-3 years successful experience of supervising staff.
- Bi-lingual skills may be needed depending on needs of school.
- Ability to work effectively with school aged youth, educators, families and communities from a wide range of cultural, social and economic backgrounds.
- Experience working in school based settings, with knowledge about tenants of community organizing, student support services, and youth development theories.
- Ability to work collaboratively, with strong relationship building skills.
- DOE fingerprinting and background clearances required.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: [youthservicescareers@unionsettlement.org](mailto:youthservicescareers@unionsettlement.org).

Please indicate Community Schools Director in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**