

**TITLE:** Director of Community Relations and Partnerships

**REPORTS TO:** Assistant Superintendent of Instruction

**JOB OBJECTIVE:** To lead the development of partnerships districtwide while simultaneously coordinating and facilitating the *12 for Life* program for Florence City Schools

**QUALIFICATIONS:**

1. Minimum of a master's degree in Educational Administration/Educational Leadership
2. At least three years' experience as an administrator
3. Effective written and oral communication skills
4. Ability to work successfully with a variety of groups both within the field of education and the community at large

**PERFORMANCE RESPONSIBILITIES:**

1. Form and coordinate partnerships for schools and the district on the local, state, national and international levels.
2. Build community relationships that will enhance the opportunities for students to excel academically, socially and emotionally.
3. Work collaboratively with industry partners to develop guidelines for student participation in Southwire's *12 for Life* program.
4. Communicate effectively with Southwire personnel in providing an instructional program that complements and enhances the working environment.
5. Work with high school and freshmen center administrators and counselors to recruit and enroll students in the program.
6. Represent and serve as a community spokesperson for the program.
7. Maintain an information database to identify participating students' barriers to graduation, devising a plan of action for each student to remove those barriers, incorporating appropriate interventions.
8. Maintain a database of student applications and coordinate the selection process utilizing the selection committee and rubric. The facilitator will also coordinate the student dismissal process with this committee.
9. Be familiar with manufacturing processes in the local Southwire facility and with job opportunities in the company at large in order to facilitate student placement upon graduation.
10. Work with Southwire personnel to develop, supervise, and schedule the work-based component of the program, ensuring that all local, state, and federal legal issues are addressed.
11. Develop and implement the *12 for Life* classroom curriculum that is approved by Florence City Schools.
12. Maintain iNow gradebook and communicate student demographic updates to the appropriate school counselor and designated personnel.

**CRITICAL SKILLS/EXPERTISE:**

1. Uses exemplary instructional and motivational techniques
2. Acts as a team-player with all stakeholders
3. Demonstrates exceptional and effective communication, organizational, and technology skills
4. Has experience in implementing and designing new programs.
5. Understands manufacturing processes/procedures
6. Develop and maintain community contacts/associations

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the local Board of Education.

**EVALUATION:** Performance of this job is evaluated in accordance with provisions of the Board's policy on Employee Evaluation.

Florence City Schools

Approved by Board of Education 1-12-16