

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Director of Parent/Community Partnerships

Reports to: Superintendent

Employment Status: Regular/Full-time 260 days

FLSA Status: Exempt

Description: Assist families and students as they navigate and maneuver through the educational system. Provide resources, pathways and direct feedback as it is pertinent to the success of the student. Plan, direct and administer Federal and State grants. Responsible for pre-award grant writing, coordination of grant applications for the District, as well as post-award support for staff in charge of grant-funded projects and grants compliance for the District. Serve as a liaison for community stakeholders and the District.

Qualifications:

- Master's' Degree
- Hold a current license in Administration
- Ability to interpret data
- Strong organizational, communication and interpersonal skills
- Ability to take initiative, work independently, and cope with continual interruptions and shifting job priorities
- Successful experiences with grant writing including programming and compliance
- Establish and maintain effective working relationships with parents, staff and community members
- Knowledge of technologies and social media platforms
- Demonstrate a willingness to learn new skills and technologies as required
- Knowledge in CCIP and One Needs Assessment

Essential Job Functions:

- Provide support for the administration of District programs, grants, and state initiatives.
- Provide leadership in the planning, development, implementation and evaluation of educational support programs designed to supplement and complement the instructional program to meet the needs of students throughout the district.
- Provide leadership and assist with the development, implementation, evaluation and audit of grants managed by the State Grants and Federal Programs office.

- Provide technical assistance as schools develop and implement the Comprehensive Continuous Improvement Plan through the plan's duration. This may include: assistance in analyzing data to identify and address areas of weakness in instruction, parent involvement and professional development, assistance in identifying and implementing professional development, instructional strategies and methods of instruction that address the specific areas of the school improvement plans, and assistance in analyzing and revising to school's budget so that resources are more effectively allocated to the activities most likely to increase student achievement.
- Develop and administer a systematic procedure for the selection and attainment of federal, state and local grants.
- Monitor compliance of grants administered by district; provide leadership and assist with changes to fiscal and program components to bring the district into compliance with laws and regulations as they relate to federal, state and local grants.
- Maintain a working knowledge of grant regulations, changes or relevant information including funding allocations, processes, laws and new rules and regulations by reading publications and federal/state guidelines.
- Maintain lines of communication and provide grant-related consultative services to building and administrative staff.
- Maintain and oversee Mental Health and Wellness team, including Social Workers, guidance and school counselors, and contracted MH counselors.
- Work with and support the ELL instructor as well as the consortium grant funding and spending.
- Develop and maintain new initiatives such as post graduate success, exit surveys, securing internships as well as restorative justice, and business community surveys.
- Serve on appropriate committees and recommend grant personnel for service on other grant-related committees.
- Develop the annual budget for the District Grants and Federal programs office as well as grant budgets managed by the Grants and Federal programs' office.
- Generate proposals for: unique projects and programs, unique institutional and individual donors.
- Write or supervise writing of proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by: tracking grants, developing internal reporting systems, writing reports, maintaining excellent historical records, and working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Maintain a positive and working relationship with the various educational organizations in the Tiffin City District including the parochial school.
- Oversee and monitor Central Registration and Open Enrollment
- Serve as Homeless Liaison-ESSA, Foster Care Contact-ESSA, and Federal Programs Coordinator
- Monitor all social media utilized for Tiffin City Schools including Facebook, Instagram, Twitter, etc.

- Attend monthly meetings and serve on committees within the community designed to provide resources to students and their stakeholders
- Maintain a positive relationship with PTO
- Maintain personnel within the OEDS system as shared with EMIS Coordinator
- Serve as District liaison to community agencies providing services to students and notify parents and students of available services.
- Participate in professional organizations and serve on community boards
- Articulate the District's mission and goals in the area of special programs to the community and solicit its support in realizing the mission.
- Demonstrate awareness of district/community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Other duties as assigned

Additional Job Responsibilities:

- Hold teacher certification
- Have a record of successful teaching experience
- Demonstrate evidence of adaptability and problem solving
- Demonstrate willingness to learn, acquire, and apply new skills and knowledge
- Maintains regular attendance
- Experience with Microsoft Suite including: Excel, File-sharing & Google Docs
- Serve as a role model for others in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in an appropriate manner
- Keep the Superintendent informed in matters of pupil services, State and Federal Programming, budgets and community matters

**This job description identifies primary responsibilities and is not intended to be a complete list of all tasks and activities. This job description is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes as directed by the Superintendent of Tiffin City Schools.*

Adoption Date: August 22, 2022

Re-adoption date: April 16, 2025