



## **Director of School, Business and Community Partnerships**

**Job Type:** Full time, 12 months, 240 days

**Location:** Central Office

**Salary:** SAS - 11

**FLSA Status:** Exempt

### **Description**

The Director of School, Business and Community Partnerships coordinates the development and implementation of various external partnerships that support the mission of the school division and contribute to the success of the organization. The Director of School, Business and Community Partnerships provides leadership to the Grants Office, Community Funded Projects, Donations, Volunteers and Family and Community Engagement which includes the Family and Community Engagement Center (FACE).

This position reports to the Division Superintendent.

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### **Qualifications**

**Education:** Bachelor's degree in a job related area. Master's degree required.

**Experience:**

- At least ten years of job-related experience in relevant field with increasing levels of responsibility.
- Experience in K-12 education, capital projects, and non-profit organizations are preferred.
- Demonstrated knowledge of business practices, project management, effective community engagement strategies, strong interpersonal and communication skills and a performance record that demonstrates high integrity, vision, innovation, enthusiasm and a strong commitment to diverse schools.

### **Essential Functions**

- Demonstrated understanding of different partnership structures and funding sources in educational organizations.
- Knowledge of process and work flow associated with establishing various partnerships as related to the school division's Capital Improvement Plan process and other partnership activities.
- Understanding of fiscal accountability systems and rules governing the administration of external partnerships.
- Ability to effectively coordinate partnerships, community outreach, volunteerism and grant-funded opportunities across departments and schools in order to maintain timelines and reach critical benchmarks in projects.
- Excellent interpersonal communication skills as a primary contact for projects.
- Directs and oversees the recruitment, hiring and retention of staff within the Department of School, Business, and Community Partnerships.
- Ensures that ACPS is in compliance with all applicable state and federal policies, regulations and laws as they pertain to grant-funded capital projects that involve public-private partnerships.

- Collaborates with other school division leaders and outside agencies to share information related to school, community and business.
- Ensures that department processes and practices are efficient, accurate, customer-focused, and reflect best practices in the field of community engagement and partnerships.
- Attends meetings of the Superintendent's Leadership Team and the School Board to actively support communication, cooperation, planning and execution of partnership related initiatives.
- Performs other duties as assigned to support the mission of the school division.

## **Physical Demands**

## **Clearances**

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.



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## JOB DESCRIPTION Alexandria City Public Schools

### Office of School, Business and Community Partnerships Partnerships and Grants Manager

**Job Type:** Full time, 12 months, 240 days  
**Location:** Central Office  
**Salary:** Support Administrator Salary Scale - 7  
**FLSA Status:** Exempt

#### Description

The Office of School, Business and Community Partnerships and Grants Manager catalyzes the Office's impact by ensuring an effective grants strategy and execution in order to best serve community based organizations and partners, families, staff and students of the Alexandria City Public Schools. The responsibility of the Partnerships and Grants Manager is to oversee all aspects of the pre-award and post-award for grants. Depending on the opportunity, this responsibility includes working collaboratively with aligned departments, building leadership and external partners. The Partnerships and Grants Manager is also tasked to serve as a logistics support for ACPS partners, donors, and community funded initiatives in order to ensure required documents are delivered and timelines are met. The job of Community and Outreach Manager reports to the Director of the Office of School, Business and Community Partnerships.

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#### Qualifications

**Education:** Bachelor's degree; concentrated in Business Management, Education or other related field.

Master's degree preferred.

#### Experience:

- Minimum of 3 years working experience in professional grants (governmental, state, county, non-profit, and/or city funding agents) administration.
- Demonstrated grant management success from public and private sources.
- Ability to compile and analyze data for oral and written presentations.
- Experience working with diverse communities.
- Ability to work both independently and collaboratively with other team members.
- Excellent time management, customer service skills and people skills.
- Ability to work in high-pace work environment and use good judgment.
- Passionate and committed to the mission of ACPS and the Office of School, Business and Community Partnerships.
- Ability to embrace new tasks and learn new skills as needed through changing technologies and best practices.
- Strong oral and written communication skills.
- Reliable transportation.

#### Essential Functions

## **A. GRANTS**

***Overall Expectation: Grow the reach of the Office's grant funding opportunities, cultivate a network of interested supporters, exercise judgment on grant strategies, and effectively communicate the purposes of, and insights regarding grants from the Office of School, Business and Community Partnerships.***

- Work closely with the Director of School, Business and Community Partnerships and Assistant Director of Strategic Initiatives and Program Development to identify grants that are aligned with the Division's strategic plan.
- Review all grant opportunities that are brought by different departments, building leadership and/or partners for alignment and possible submission.
- Communicate possible grant opportunities for external partners, departments, school leadership and staff through different formats including meetings, website, emails, newsletters, and other social media platforms.
- Collaborate with aligned departments, partners, or other leadership, the writing of grant proposals and reports.
- Manage the timely execution of all deliverables (reports, acknowledgements, etc.) for all grants.
- Monitor and report grant budget performance and track actual revenues and expenditures against budgeted awards for the purpose of monitoring grant account activities and keeping grant recipients informed.
- Participate in local and regional meetings and conferences as needed.
- Demonstrate understanding of research and evaluation strategies and vocabulary; ability to conduct literature reviews.

## **B. Partnership Management Support**

***Overall Expectation: Provide logistic support for the various ACPS Community Partnership areas including agreements, donations, community funded projects and other aligned initiatives.***

- Support logistical aspects of ACPS formal community partnerships. This includes processing and renewing all ACPS Partnership Agreements and Memorandums of Understanding/Agreements.
- Assist Director of School, Business and Community Partnerships Director in partnership relationship building and support development of supplemental resources to community partners.
- Provide assistance in coordinating college/universities formal requests for student internship placement on behalf of all ACPS Departments.

## **Clearances**

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.







## **Parent Engagement Coordinator**

**Job Type:** Full time, 12 months, 240 days

**Location:** Central Office

**Salary:** TBD (Currently on a Grade 29)

**FLSA Status:**

### **Description**

The Parent Engagement Coordinator is responsible for the leadership and coordination of school based ACPS Parent Liaisons to support parental engagement and establish systemic family engagement programming.

**The Parent Engagement Specialist reports to the FACE Center Manager.**

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### **Qualifications :**

**Education:** Bachelor's degree in education or social sciences related field required. Master's Degree preferred.

**Certificates & Licenses:** Valid Driver's License required.

### **Experience:**

- Minimum of three years of experience leading/supervising team members.
- Experience designing family engagement programs and the development of strong relationships with schools, community organizations and community stakeholders.
- Experience in the coordination, coaching, mentoring and supervision of a diverse team.
- Advance knowledge of electronic mail and calendars, the Windows environment, including Microsoft Office, Google docs, E-Learning and Adobe InDesign.

**Languages:** Spanish speaking preferred (fluent)

### **\*Requirements:**

- Strong organizational and planning skills with the ability to advance the overall goals and objectives of the Office of School, Business and Community Partnerships and FACE Department Strategic Work Plans.
- Superior interpersonal skills with the ability to successfully interact with diverse families.
- Must be able to adjust to a flexible early morning and evening work schedule.
- Must be a detail-oriented self-starter with a demonstrated ability to work independently and manage multiple projects and meet aggressive deadlines.
- Knowledge of Department of Education Family Engagement Dual-Capacity Framework.
- Must have the ability to travel daily to schools and/or community sites as needed.

### **Essential Functions**

- Design and facilitate Parent Liaison professional learning opportunities that include: professionalism, ethics, integrity, family engagement and effective communication.
- Coordinate and design family engagement programs/activities with Parent Liaisons and

administrators to help schools engage families more effectively to support student learning at home.

- Supervise and assist in the evaluation of the school-based and district-wide parent liaisons.
- Identify, develop and coordinate training needs for liaisons or school staff to understand and know community resources, policies, regulations and procedures.
- Coordinate and facilitate Parent Liaison monthly meetings.
- Perform regular site visits and provide on-site training to Parent Liaisons.
- Assist with summer programming including back to school supply drive and calendar development.
- Support the development and updates to the ACPS Parent Liaison Procedural Guide
- Responsible for on-boarding of new Parent Liaisons and interns.
- Monitor Parent Liaisons Volunteer Program in Schools. (Including set up and training).
- Coordinate School Based FACE Workshops.
- Ensure data collection for FACE workshop and Parent Liaison activities (outreach efforts, workshop participation and surveys).
- Assists FACE Manager to assess and evaluate effectiveness of the Parent Involvement efforts in meeting established goals and objectives.
- Other duties as assigned.

### **Clearances**

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.



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## **Family and Community Engagement (FACE) Center Manager**

**Job Type:** Full time, 12 months, 240 days

**Location:** Central Office

**Salary:** SAS- 6

**FLSA Status:** Exempt

### **Description**

The FACE Manager is responsible for ensuring the successful delivery of division-wide family engagement services, including oversight and assessment of FACE Center program services; training and supervising program staff, maintaining working relationships with partnering agencies, school principals and department leads, contracting and developing partnerships to expand the capacity, managing program funds and reporting on division-wide outcomes as they relate to family and community engagement. The Family and Community Engagement Center (FACE) Manager oversees and coordinates family engagement activities, workshops and related services provided by the ACPS.

The position reports to the Director of School, Business and Community Partnerships.

### **Qualifications**

**Education:** Bachelor's degree in Education, Social Work, or related field. Master's Degree preferred.

**Certificates & Licenses:** Valid Virginia Department of Education license required, or eligibility to obtain one.

**Experience:** Job related experience with increasing levels of responsibility is required. Experience in program implementation and oversight supervision, documentation and data collection. Demonstrated Experience engaging parents.

**Language:** Spanish fluency in addition to English is desired.

### **Essential Functions**

- Manage program implementation, including increasing public awareness of the Family and Community Engagement Centers programs.
- Coordinate after school and wrap around services at each center.
- Ensure successful delivery of division-wide family engagement services.
- Oversee and assess FACE Center program services; train and supervise program staff.
- Provide direct supervision to Community Outreach Specialists, afterschool programs, and volunteers and partners providing services at the FACE Centers.
- Maintain working relationships with partnering agencies, school principals and department leads.
- Work as a team member with FACE Centers and with the central office coordinating staff.
- Maintain confidentiality and ethical standards of practice.
- Oversees documentation, data collection, record keeping, data evaluation, surveys, and related administrative functions at FACE Centers.
- Assist Coordinator of Volunteers and Community Partnerships with the development and implementation of strategic plans and annual operating plans for FACE Centers.
- Managing program funds and reporting on division-wide outcomes as they relate to family and community engagement.
- Works, as necessary and required, evenings and weekends
- Performs other duties as assigned by supervisor.



## Clearances

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.



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**Office of School, Business and Community Partnerships**  
**Community and Outreach Manager**

**Job Type:** Full time, 12 months, 240 days

**Location:** Central Office

**Salary:** Support Staff Salary Scale Grade 29

**FLSA Status:** Exempt

### **Description**

The responsibility of the Community and Outreach Manager is to work as part of the Office of School, Business and Community Partnership Team to develop and implement public information and outreach efforts. The Office of School, Business and Community Partnerships Community and Outreach Manager catalyzes the Office's impact by ensuring effective communications strategy and execution, in order to best link community based organizations and partners, families, staff and students of the Alexandria City Public Schools. He/she is charged with ensuring that internal and external stakeholders are clear on the Office's role, its direction and priorities, as well as our impact and outcomes for the communities we serve. He/she will provide a range of communications support including managing our internal communications review process, developing communications materials and marketing collateral, implementing organizational culture initiatives, ensuring access to services for community members of all language backgrounds, and event support. The job of Community and Outreach Manager reports to the Director of the Office of School, Business and Community Partnerships.

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### **Qualifications**

**Education:** Bachelor's degree in job related area or over three years of experience in related field

**Certificates & Licenses:**

- Valid driver's license.

**Experience:**

- At least two years of professional experience working with community-based outreach programs, schools and/or non-profits with increasing levels of responsibility is required.
- Intermediate-advanced experience with Microsoft Office Suite, Adobe Creative Suite, data management, online marketing services, and various social media platforms
- Experience working with diverse communities.

**Key Competencies:**

- Strong organizational and planning skills with the ability to advance the overall goals and objectives of the Office of School, Business and Community Partnerships and FACE Center Strategic Work Plans.
- Ability to work both independently and collaboratively with other team members.
- Ability to design marketing materials (flyers, brochures, posters) and online content
- Strong oral and written communication skills.
- Excellent time management, customer service skills and people skills.
- Ability to work a flexible schedule, including evening and weekend availability.
- Ability to work in high-pace work environment and use good judgment.
- Passionate and committed to the mission of ACPS and the Office of School, Business and Community Partnerships
- Reliable transportation.

## Essential Functions

### Lead traditional and “high-tech” outreach that empowers parents to be actively engaged in their children's education

- Grow the reach of the Office’s programs by cultivating a network of interested supporters and develop division-wide outreach plans for OSBCP programs (including FACE activities and initiatives, targeting special populations including English Learners, Special Education, etc.)
- Succinctly and effectively communicate Office of School, Business and Community ideas and activities thru development, distribution in language(s) of parents, and maintenance of print and electronic outreach including, but not limited to program flyers, e-newsletters, website, calendars, and social media
- Oversee data collection and analyze impact of outreach activities to ensure family participation expectations are met consistently through appropriate outreach methods (multilingual fliers, calls, SMS and email campaigns, direct mail, face-to-face, etc.)
- Assist FACE Manager and Director of School, Business and Community Partnerships in assessing and evaluating effectiveness of outreach activities in meeting established goals and objectives
- Develop ongoing relationships with community-based and local organizations to share info about school division, family engagement efforts, and identify community resources
- Mentor and manage seasonal interns, parent workers and/or graduate students in outreach roles.

### FACE Call Center Monitoring & Supervision

- Schedule and organize work for bilingual Parent Outreach Contractors to ensure accurate information is delivered in a friendly, professional way in parent’s native language.
- Create segmented call lists and manage documentation of call outcomes for 10,000+ calls annually
- Connect parents to appropriate staff when other issues/concerns are disclosed during outreach calls

### Increase staff capacity to create welcoming, inviting environments and engage families

- Create tools for Parent Liaisons and staff to promote family engagement in their buildings
- Provide communications support (messaging, graphic design, etc.) as requested to other departments to ensure communication is strategic, clear, accurate, and accessible for our diverse families.

### Conduct “high-touch” outreach in targeted high-need communities to build a culture of trust and transparency

- Organize grassroots outreach campaigns that connect parents with information, tools and resources that lead to increased family engagement
- Coordinate FACE Center activity logistics in cooperation with staff at three FACE community sites

### Manage special community initiatives and division-wide events, including:

- Annual Back to School Supply Drive: Identify & solicit partners, develop and implement outreach plan; create customized campaigns with partners to increase community support; recruit volunteers and oversee three-day Backpack Stuffing Marathon; coordinate donation drop-offs, pick-ups & school delivery
- Fall and Spring Science Nights: Develop outreach plan and create promotional materials, schedule and/or assign tasks to on-site parent workers and support staff; solicit/secure in-kind donations

### Clearances

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.

### Physical Demands

- Ability to lift up to 30 pounds occasionally.



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**Office of School, Business and Community Partnerships**  
**Assistant Director of Strategic Initiatives & Program Development**

**Job Type:** Full time, 12 months, 240 days  
**Location:** Central Office  
**Salary:** Support Administrator Salary Scale - 6  
**FLSA Status:** Exempt

**Description**

The responsibility of the Director of Strategic Initiatives & Program Development is to be a visionary designer and developer for the various aligned initiatives of the Office of School, Business and Community Partnerships. The position catalyzes the Office's impact by a) assessing and advising on continuous improvement of the department and its existing programs; b) conceptualizing and designing new initiatives; and c) supervising implementation and development of new programs. This position reports to the Director of School, Business and Community Partnerships.

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**Qualifications**

**Education:** Bachelor's degree; Master's degree preferred.

**Experience:**

- Five years of related experience with increasing levels of responsibility is preferred
- Experienced in strategic planning, statistical analysis and program evaluation
- Demonstrated success in program development and implementation, particularly as it relates to start-up projects
- Demonstrated success in identifying, writing and managing non-profit, local, state and federal grants
- Experience developing and managing program budgets and fiscal plans
- Ability to collaborate with key stakeholders
- Experience in the development and execution of partnership agreements/contract
- Experience hiring, supervising and evaluating staff.
- Ability to compile and analyze data for oral and written presentations
- Ability to work both independently and collaboratively with other team members
- Experience working with diverse communities
- Excellent time management, customer service skills and people skills
- Ability to work in high-paced work environment and use good judgment
- Passionate and committed to the mission of ACPS and the Office of School, Business and Community Partnerships
- Ability to embrace new tasks and learn new skills as needed through changing technologies and best practices
- Strong oral and written communication skills
- Reliable transportation

## **Essential Functions**

### **A. Continuous Improvement**

- In collaboration with team leaders from Office of School, Business and Community Partnerships, develop department and program work plans to guide implementation and determine methods of evaluating progress towards meeting department and program goals.
- Assist with general management and oversight of department and program services, including advising on the assessment of services and continuous program improvement plans.
- Advise on the development/revision of ACPS policies relevant to the Office of School, Business and Community Partnerships and program services.
- Lead the development of procedure guides, forms and resources to help systemize the various components and programs of the Office of School, Business and Community Partnerships.
- Represent ACPS Office School, Business and Community Partnerships on various ACPS, Alexandria City and community work groups to advance programming and new initiatives.

### **B. Strategic Initiatives**

- Conceptualize and design new initiatives to best serve the various areas of the Office of School, Business and Community Partnerships, partners, schools, staff and students of ACPS.
- Collaborate with other key stakeholders, including ACPS department and school administration, public entities and community-based partners to identify and develop strategies to enhance the equitable delivery of academic, social/emotional and other services to students/families
- Draft Memorandums of Agreement and Partnership Agreements to outline scope of work and obligations of all parties identified to support various programs/initiatives.
- Provide support, as needed, to the Grants and Partnerships Manager regarding the logistical aspects of processing ACPS Partnership Agreements and Memorandums of Understanding/Agreements, including renewals and amendments.
- Provide support, as needed, to the Grants and Partnerships Manager regarding the college/university formal requests for student internships placements.
- Develop program budgets and logic models to illustrate, vision, mission, need, service delivery and outcomes of new initiatives, as needed.
- Identify funding and opportunities to support new initiatives, as needed.
- Present new initiatives to Director of School, Business and Community Partnerships and other stakeholders, as determined, including but not limited to ACPS School Board and City Council.

### **C. Program Development & Implementation**

- Supervise implementation and development of new programs of the Office of School, Business and Community Partnerships.
- Develop program procedures, forms, staff guides, handbooks, etc. to guide the program implementation.
- Recruit , hire, train and evaluate management staff necessary to implement new initiatives.
- Support management staff in recruiting and maintaining other program staff, volunteers and community partners required to meet program goals.
- Ensure compliance with ACPS and other relevant program policies and procedures.
- Ensure that plans for technology, information management systems and professional development are implemented.

- Monitor program budget and develop financial plans as necessary.
- Manage the supplementation of funds, as necessary, through services provided by other federal programs.
- Monitor all required documentation, including any grant documents.
- Ensure regular reporting reflects all activities and any outcome data and that all reporting deadlines are met.
- Develop a sustainability plan with the support of program management and other key stakeholders that includes transitioning program management to the Director of School, Business and Community Partnerships.  
Assess program goal achievement and offer continuous improvement plans to Director of School, Business and Community Partnerships.
- Other duties as assigned.

### **Clearances**

- Criminal Justice Fingerprint/Background Clearance.
- Tuberculosis Skin Test.