

Union Public Schools Job Description

Position Title: Director of the Carrera Program
Department: Teaching and Learning
Reports To: Associate Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Manages the Carrera program at Union Public Schools in compliance with Carrera grant requirements, Union’s Board of Education policies, all other district policies and procedures, and all state and federal laws. The primary function of the Program Director is to ensure that the implementation and delivery of the UPS-Carrera program maintains fidelity to the model. The Program Director is responsible for day-to-day operations, including the management and supervision of program staff. The program must be managed in compliance with grant/funding requirements, Union’s Board of Education policies, all other district policies and procedures, and all state and federal laws. This position works directly with UPS school leadership and staff. In order to ensure alignment with philanthropic/government funding guidelines and replication requirements, the Program Director also works in conjunction with GKFF leadership, CAS-Carrera’s Fidelity Manager, and Sr. CAS and CSC management teams.

PROGRAM DESCRIPTION:

The Children’s Aid Society – Carrera Adolescent Pregnancy Prevention Program (CAS-Carrera) is a “top tier” evidence-based, primary adolescent pregnancy prevention program guided by a philosophy that sees youth as "at-promise" not "at-risk.” CAS-Carrera’s program provides participants with seven integrated, scientifically accurate, and age-appropriate components including: educational support, Job Club, Power Group/mental health support, Family Life and Sexuality Education (FLSE), comprehensive medical and dental services, lifetime individual sports, and self-expression.

In 2011, a unique partnership was forged between Union Public Schools (UPS), the George Kaiser Family Foundation (GKFF), CAS-Carrera, and the Community Service Council (CSC), to implement the Carrera program at UPS. This replication model incorporates the program’s seven components within the UPS school day format. The vision for UPS-Carrera is to ensure that all program youth are college and career ready. UPS-Carrera’s holistic approach to programming provides intensive, year-round academic, emotional, and social support for participating students from middle school to high school. The program will be serving approximately 1,400 students in grades 6-12 during the 2017-2018 academic year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Ensure that UPS-Carrera maintains fidelity to the 7-component program model, including both component activities and program philosophy.
- Maintain caring contact with youth, and work effectively with parents and families.
- Provide leadership, guidance, and supervision to a diverse team of professional UPS-Carrera staff. Cultivate a high caliber cadre of professionals who embrace the Carrera and UPS philosophy and can effectively engage young people in the delivery of program components.
- Ensure that prescriptive protocols, component milestones, and overall performance expectations established for the UPS-Carrera initiative are understood and met.
- Plan, organize, and implement program schedules in conjunction with school leadership; this includes program rotations, staffing, space, special events, spring break and summer programming consistent with the model and dosage requirements.
- Establish and maintain effective and proactive collaboration with designated program partners/stakeholders regarding the planning, implementation, and ongoing delivery of UPS-Carrera programming; submit timely, high quality progress reports as requested.
- Ensure timely and accurate data entry and reporting into the performance management system; track and report on designated performance metrics; work with external evaluators as required regarding program performance and progress.
- Responsible for the delivery of training, TA, and relevant professional development opportunities for program staff; this is organized in conjunction with UPS leadership, CAS-Carrera, and CSC.
- Develops and implements student recruitment and retention plans aimed at meeting annual service targets.
- Develops and implements programming for school and summer breaks as guided by leadership.
- Arranges external service/vendor contracts for relevant program work.
- Works directly with UPS school leadership, staff, and teachers as well as CAS-Carrera's Fidelity Manager and Sr. CAS and CSC Management teams to ensure advancement of overall program goals and objectives.
- Assures Carrera grant and program requirements are met, while following all Board of Education policies, District policies and procedures, as well as state and federal laws.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building/site level.
- Coordinates with administration at school site(s) to assure appropriate integration of the Carrera program at the site(s).
- Establishes and reinforces procedures for optimal safety of students in the Carrera program.
- Develops outreach plan(s) according to program needs and capacity.
- Interacts with students to encourage each individual to perform at their highest level.
- Oversees assignment of personnel in Carrera to classrooms and students to classes.
- Resolves staff problems and provides support to teachers and other staff.
- Provides general supervision to students and assists staff in the Carrera program with student issues and/or parent concerns.
- Maintains strong relationships with students, staff, parents, volunteers (if any), and outside agencies.

- Communicates appropriately to staff and to community. Assists with the development of public relations and communications strategies to support program goals and increase community awareness.
- Organizes and establishes meetings with designated individuals (as needed) to facilitate programs and foster positive relationships.
- Supervises and evaluates employees in the Carrera program. Displays and models behavior, maintains open lines of communication, and clearly communicates role expectations.
- Monitors outside staff who provide services to the Carrera program for compliance with expectations.
- Interviews for open positions in conjunction with stakeholders and recommends candidates to fill vacancies. Follows District/CSC hiring procedures.
- Manages the budget related to the Carrera program, including development of the budget, and modifications to the budget, in collaboration with program stakeholders. Monitors the program's financial status and makes recommendations. Tracks expenditures for the Carrera program.
- Works regularly and well with administration, program stakeholders, and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor.

SUPERVISORY RESPONSIBILITIES: Supervises two or more full-time employees working in the Carrera program.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Master's Degree in Human Services, Education, Public or Business Administration, or related field preferred.
- 3-5 years of supervisory experience managing professional staff
- Experience working in a school-based setting, and/or classroom experience required.
- Two years of teaching/classroom experience preferred.
- Significant experience in managing large-scale programs.
- Superior engagement skills with youth and parents, strong communication (oral and written), organizational, and inter-personal skills.
- 4 years of direct professional service work with young people (ages 10-18) with strong group facilitation/classroom management abilities.
- Proficiency with data management systems/performance metrics.
- Demonstrated capacity to problem solve and to advance program goals and objectives by working through programming challenges.
- Ability to work effectively with a range of stakeholders.

EDUCATION and/or EXPERIENCE: Master's degree is preferred with school administration certification, but the position may be performed by a candidate with a different combination of educational level and experience that may uniquely qualify the individual for this position.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed and advanced written or oral instructions. Ability to develop and implement a variety of written and oral reports.

OTHER SKILLS and ABILITIES: Ability to read, analyze, and interpret documents. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, administrators, parents and students.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 20 pounds. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.