



OnTrack Greenville Community Partners Manager

Reports To: OnTrack Greenville Assistant Director
FLSA Status: Exempt, Full-Time

WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Too many people do not share in the success we enjoy as a larger community—they have been left out or left behind. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's unique ability to take on challenges like affordable housing, education, job training, transportation and other complex community issues—all at the same time—is unmatched.

WHAT WE DO

Every school in Greenville County School District leverages the Early Warning Response System (EWRS) to monitor indicators of student progress toward high school graduation. Students who flag yellow, orange, or red, may be matched to tailored interventions and supports. What differentiates United Way OnTrack Greenville Schools are the multi-tiered supports provided through Communities in Schools staff, School-Based Health Services through Prisma Health, summer programming with BellXcel, and a staff member committed to navigating the Early Warning process.

OnTrack Greenville staff provide additional supports to students, families, and educators as part of a whole-child approach. This provides a true wraparound experience for students to keep them on their path to graduation and beyond.

In addition to student-level support, OnTrack Greenville looks at systems-level change to transform entire schools. The research shows that a positive school climate plays a critical role in keeping students happy, engaged, and academically on track. This is only possible through partnership with schools and educators, students and their families, philanthropic community organizations and support networks. The OnTrack Greenville Collective Impact Model brings everyone together to address—in real time—the barriers students face and keep them on track to success before they disengage.

Mission and Vision

Mission:

OnTrack Greenville's mission is to mobilize people and resources that eliminate barriers to success for students, families, and educators.



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Vision:

OnTrack Greenville's vision is a Greenville County where all students have the tools and opportunities to achieve their full potential, graduate from high school, and become contributing members of their communities.

Position Description

This position will develop strategies for consideration by the Executive Director of OnTrack Greenville in relation to national, statewide, and districtwide best practices in areas of evidence-based interventions to address academic performance, behavior, student attendance, and preparing students beyond high school. The program manager will identify barriers that may be impeding student success, work closely within the identified OnTrack Greenville funded schools to maximize opportunities for all OTG students. This position will assist with coordinating and managing programs from outsourced partners, develop new strategies and interventions to achieve student attendance, behavioral and academic learning outcomes. The program manager will work to ensure that student interventions, family supports, and community supports are braiding resources and not duplicating efforts. Additionally, the position requires experience working with school personnel to improve outcomes.

Major Responsibilities

- Manage existing programming with immediate priority on ESSER-funded activities
- Evaluate policies and procedures, make recommendations for program enhancements to best fit student learning outcomes; and work with the Executive Director to recommend guidelines and procedures to positively impact OTG student outcomes
- Guide the process of identifying intervention strategies, supplemental case management supports and programs, and create new opportunities for student growth (current and future student interventions include academic tutoring, student learning coaches, and mentorship)
- Evaluate the effectiveness of existing methods and make continuous improvement recommendations.
- Create and establish external partnerships
- Monitor students identified as at-risk/flagging yellow or red, suggest interventions, collect data, and keep appropriate records
- Make referrals across the team when parents or teachers need support
- Work collaboratively and innovatively to support the overall work of OnTrack Greenville with a dynamic team
- Lead summer programming and activities

Soft Skill Requirements

- Must have experience facilitating discussions confidently and sensitively with diverse groups of people, particularly with an aim to mediate conflicts, spark activity, and to gain information that will inform decision making.
- Must possess situational awareness; is aware of United Way's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies,



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volunteers, and donors; is promoting and affirming in conversations about and on behalf of the United Way.

- Must demonstrate flexibility and resilience in a complex and changing environment; handles setbacks and failures with professionalism, candor, and a positive attitude; effectively and appropriately responds in the face of adversity or conflict with optimism and vision.
- Must have the ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion leaving ample opportunities for supervisor to adjust deadlines.
- Must be able to connect and influence a large and diverse group of people; is seen as a bridge; can build rapport and maintain meaningful professional relationships.

Required Experience

- Bachelor’s degree in social work, health, education, or a related field
- Minimum, 5 years’ experience with economically disadvantaged students in high poverty schools
- Experience with meeting facilitation, public speaking, and training
- Knowledge and use of current Microsoft Office and its applications

Preferred Education and Experience:

- Master’s degree
- Leadership experience in Title I schools
- Program evaluation experience

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A



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Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

HOW TO APPLY

Submit your resume and cover letter to talent@unitedwaygc.org with **OnTrack Community Partners Manager** in the subject line.

United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.

United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.



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