



OnTrack Greenville Director of School & Community Engagement

Reports To: OnTrack Greenville Executive Director
FLSA Status: Exempt

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.



OnTrack Greenville is a program of United Way of Greenville County.

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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

The OnTrack Director of School and Community Engagement will develop strategies for consideration by the United Way of Greenville County, OnTrack Greenville Steering Committee, and 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. OnTrack's current ability to keep a pulse on initiatives, local programs, and opportunities for collaboration rely on third-party recommendations, personal relationships fostered in the community, leadership council, and other data sources. OnTrack is deeply embedded in schools but desires more depth in the larger community. This position will help elevate OnTrack as a thought and action-oriented leader in the entire community and better equip the OnTrack ecosystem and associated organization to deeply understand and be responsive to the populations that it serves.

Major Responsibilities

Shared Professional Learning Strategy

- Guide/advance OnTrack Greenville's shared professional learning goals and objectives focused on core principles and practices (i.e., racial equity, student and family voice and leadership, asset-based approaches, trauma-informed practices, restorative practices, cultural and gender-focused programming, multilingual and multi-generational approaches, continuous-quality improvement, etc.).
- Facilitate the various OnTrack Greenville professional learning groups towards achieving shared vision and results.
- Map existing learning/professional opportunities and identify areas in which current learning opportunities are not sufficient to enable high-quality implementation of shared vision and strategies.
- Facilitate improved shared learning/professional development. With school and community partners, increase access to existing opportunities, create new opportunities where current gaps exist and support/facilitate evaluation and continuous quality improvement efforts.
- Research and share innovative best practices that support the shared vision and strategies of OnTrack Greenville.

Network Convenings

- Co-design and co-facilitate (in-person and virtual) annual large-scale community-wide events and ongoing smaller relationship-building/networking events.
- Serve on planning and design teams. Create and carry out detailed logistics from marketing and communication strategies, registration processes, meal planning, post-event evaluation, etc.
- Facilitate event evaluation and continuous quality improvement efforts.



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Youth Leadership & Voice

- Develop and share best practice standards for integrating youth leadership into design, decision-making, and evaluation practices (at both the school/organization and network/community-wide levels).
- Facilitate the incorporation of youth voice and leadership into network convenings and other shared learning opportunities.

Cross-Departmental Collaboration

- Support increased impact and efficiencies of UWGC departments and initiatives by working collaboratively with staff leads and working groups.

Relationship Building and Communication:

- Build and maintain positive and effective relationships with key stakeholders including Greenville County Schools staff, Subgrantees, OnTrack Greenville initiative staff, other community agency staff, community volunteers, and evaluation partners.
- Engage school staff, subgrantees, and other stakeholders in consistent and collaborative communication to ensure progress towards initiative goals.
- Acts as a primary project contact person and liaison for this portion of the work.
- Coordinates organizational relationship with partners and donors related to monitoring and
- Evaluation, providing support in facilitating technical collaboration and coordination activities with partners and stakeholders.
- Supports evaluation plan to capture performance and results.

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, 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.
 - Interpersonal skills emphasizing tact, patience, courtesy and respect, facilitation techniques, building authentic and trusting relationships.

Required Experience

- Master’s degree in education, social work, health, or a related field
- A minimum of five years’ experience with economically disadvantaged populations
- Experience with meeting facilitation, public speaking, and leading trainings
- Strong skills in research, program evaluation, data synthesis, and report writing.
- Knowledge and use of current Microsoft Office and its applications.
- Experience in public education

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 type="checkbox"/> Frequently	<input checked="" 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 type="checkbox"/> Occasionally	<input checked="" 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 checked="" type="checkbox"/> Frequently	<input 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 checked="" type="checkbox"/> Occasionally	<input 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
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 Director School & Community Engagement'

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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