Director of Hartford Community Schools

The Director of Hartford Community Schools will be employed by the Hartford Foundation for Public Giving and out-stationed within the Hartford Public Schools (HPS), supervised by HPS’ Director of Strategic Partnerships in cooperation with the Foundation’s Vice President for Planning and Strategy.

The Director of Hartford Community Schools works in close collaboration with Hartford Public Schools, the Hartford Office for Youth Services, and the Hartford School-Community Partnership to support the planning, development and operation of high-quality community schools in Hartford. The Director of Hartford Community Schools also is responsible for ensuring that all Hartford Community Schools’ activities, programs and services are fully integrated and aligned with the mission and goals of designated schools, through joint planning with lead agencies serving the schools, school principals, and the Assistant Superintendent for Elementary Education.

The Director of Community Schools ensures that the mission and needs of Hartford’s Community Schools are clearly communicated and that the resources needed to achieve the highest quality programs and services are aggressively pursued on behalf of the schools. Further, the position provides lead staff support to the Hartford School-Community Partnership, comprising the Hartford Public Schools, Hartford Office for Youth Services, and major funders.

Primary responsibilities:

1. Support planning and the development and operations of Hartford Community Schools, in consultation with the Hartford Office for Youth Services, the School-Community Partnership, and Hartford Community Schools staff leadership, including lead agency and school staff. Develop annual budgets reflecting the total revenues and expenses required to operate community schools.
2. Ensure the operation of high-quality community schools, in partnership with principals, designated lead agencies, and site directors.
3. Plan and coordinate community schools staff orientation, technical assistance and training in collaboration with the Hartford Office for Youth Services and the School-Community Partnership.
4. Ensure comprehensive evaluation of Hartford Community Schools using expert, independent evaluators.
5. Support parents’ substantive involvement in Hartford Community Schools, in partnership with principals, designated lead agencies, and site directors.
6. Support joint planning among schools, agencies, funders, service providers, and others responsible for programs in related service delivery systems (i.e., medical and mental health services).
7. Support planning and development of Hartford Community Schools’ data-driven information management systems.
8. Contribute to the alignment of community schools’ goals with the broader mission and goals of Hartford Public Schools and the School Community Partnership.
9. Represent Hartford Community Schools at public forums, including local school board meetings and citywide meetings on public education, public policy, youth development, and after-school education.
10. Develop funding proposals and other resource development strategies for community schools.
11. Provide staff support to the School-Community Partnership to ensure joint planning, joint resource development, and maximum service integration in support of high-quality community schools.

Qualifications:

- Successful experience working with public school systems, including the development of community schools, achieving excellent results for all constituents;
- Proven commitment to school success, student achievement, and positive child, youth, and family development;
- Proven experience fostering social change involving large, complex organizational systems, educational reform processes, and school-based partnerships;
• Knowledge of current trends in community schools, public education, youth development, and family systems;
• Proven ability to create and manage complex budgets, to develop required financial and other resources to support programs, and to gather, report and analyze complex data for planning, operational and evaluation purposes;
• Exceptional written and oral communications, organizational and interpersonal skills;
• Master’s degree in social work, education or related field; and
• Bilingual English/Spanish preferred.

**Compensation:** Competitive salary commensurate with experience, plus full package of benefits.

**To apply:** Send resume and cover letter outlining your interest in and qualifications for this position to:

Ms. Janis Peyton  
Administrative Assistant  
jpeyton@hfpg.org

Hartford Foundation for Public Giving is an equal opportunity employer, requiring a diverse group of individuals to achieve our mission.

**Hartford Foundation for Public Giving** is the community foundation for the 29-town Greater Hartford region, dedicated to improving the quality of life for area residents. The Foundation receives gifts from thousands of generous individuals and families, and last year, awarded grants of more than $26 million to a broad range of area nonprofit organizations. For more information about the Foundation, visit [www.hfpg.org](http://www.hfpg.org) or call 548-1888.