



## Position: Assistant Director of Community Schools

**Waterbury Bridge to Success (BTS)** is a cross-sector partnership of over 90 community and civic leaders, educators, and organizations. By centering racial equity, we work collectively to achieve equitable change by empowering Waterbury's children, youth, and families, to be successful in school, career, and life. To ensure the success of all children in Bridge to Success, we are focused on results, improving upon what works, and changing what does not. We recognize that every individual and organization that impacts our children's growth, from cradle to career, is accountable, and that our collective voice is a part of a solution. At BTS we believe that by working as a team, we can support Waterbury's children and youth, birth – 24. To empower children, youth, and families, BTS focuses across four areas:

- Early Childhood and Education – promoting kindergarten readiness.
- Third-grade reading – promoting early literacy development and reducing summer learning loss
- High school graduation – addressing youth's development assets and reducing absenteeism
- Career and college readiness – focusing on youth financial, occupational, and educational development and readiness.

**BTS is a member of the nationally acclaimed Strive Together Cradle to Career Network.** Strive Together is a national network of nearly 70 community partnerships in 29 states and Washington D.C. working to improve educational success for every child. Together with its partners, Strive Together impacts over 13 million children nationwide.

**Waterbury Bridge to Success has identified six outcome areas for intense focus.** They are points along the cradle to career continuum that are proven to be key levers that need to be moved in order to achieve the cradle to career vision and goals. Within each outcome area, specific measures will be used to track progress and hold the community accountable for its success: Infant Health; Kindergarten; Early Grade Reading; Middle Grade Math; High School Graduation; Post-secondary Enrollment/Completion.

**Since 2016, BTS has spearheaded the BOOST! Community Schools Initiative,** an approach to building partnerships between schools and community resources. The objective is to integrate focus on academics, health and social services, youth and community development and community engagement to improve student learning, build stronger families and healthier communities. This framework requires public schools and the public sector to shift from traditional models of segregated services to a collaborative effort, leveraging strategic partnerships and providing an accessible array of services directly at Waterbury Public School's four preK-8 institutions - Carrington, Duggan, Gilmartin & Reed.



**Position Summary:** BTS seeks a full time Assistant Director of Community Schools to support its BOOST Community Schools Initiative. In this role, the Assistant Director supports the implementation of the initiative, works closely with the School-Based Coordinators and will assist them in gathering and analyzing assets and gaps, as well as ways to improve program/service delivery efficiency by internal and external resources.

The Assistant Director will report to the Director of Equity & Learning, working alongside current teammates. The person should have a strong background in any of the following: advancing racial equity in public education, positive youth development, family engagement, collective impact and have experience working in diverse settings.

**The Assistant Director of Community Schools** will be responsible for the following three areas:

- **Leadership**

- Serve as key contact and support for School-Based Coordinators and manage the BOOST Coordinator team
- Coordinate professional development and provide technical assistance to Coordinator Team, BOOST School leadership and personnel, and Partner Agencies delivering programming/services to BOOST School communities
- Report on initiative achievements and opportunities for improvement to key stakeholders including but limited to, Waterbury Public Schools, Board of Education, BTS Community Council, BOOST School personnel, families and students

- **Partnership Implementation & Management**

- Support District and School Leadership in developing a clear strategic plan that leverages up to date data to identify key priority areas for student, family and community success
- Assist School Leadership in identifying and selecting community partners that can eliminate identified gaps in community services and effectively address key priority areas
- Assist School Leadership and School-Based Coordinators in building student, family and community power through meaningful relationships, expanded learning opportunities and shared decision-making power
- Fundraise necessary dollars to sustain partnerships and manage initiative grant activities, action steps, and deliverables

- **Data Collection & Continuous Improvement**

- Coordinate with appropriate school or community partner staff to collect data to track program performance and monitor program quality
- Work with Boost! Coordinators and BTS Data Coordinator to monitor, analyze and report data on Boost! programs and partnerships, and progress toward established goals.
- Leverage quantitative and qualitative data to guide partnerships, services & progress



- Create systems, document best practices and evaluate/survey for feedback and measuring impact to ensure that we are constantly learning, improving, and developing ways to work more efficiently.
- Coordinate Professional Development for School Personnel and Providers to build capacity and ensure sustained progress

### **Required Experience and Education**

- A Bachelor's Degree in education, human services, non-profit management or related field
- Experience in working in education, human services, non-profit management or related field, preferably in the Greater Waterbury area; resident a plus
- Experience in outcomes-based facilitation and/or results-based accountability; PDSA Cycles a plus
- Experience in using data, administering surveys and evaluations of projects and initiatives to drive decision-making
- Demonstrated ability to create processes and systems, identify and initiate continuous improvement
- Knowledge of theory and practice specific racial equity and community organizing
- Strong relationship-building skills with internal and external stakeholders, preferably with school district, community-based organizations, Waterbury students and/or families
- Exceptional organizational skills and attention to detail including an ability to draft effective, streamlined, and error-free communications
- Excellent communication and presentation skills (oral and written), including ability to communicate with multiple audiences in a culturally competent manner
- Strong creativity and ability to implement innovative ideas to improve process management
- Ability to initiate and manage projects, balance competing priorities, and plan and conduct efficient meetings
- Ability to take direction and complete tasks independently
- High proficiency in Microsoft 365 Programs (i.e., Outlook, Excel, PowerPoint, Word), Google Drive, Canva and Virtual meeting platforms (i.e. Zoom, Teams)
- Bilingual (Spanish) a plus

**Salary Range: \$50 - \$55K, fringe (vacation, personal time, ongoing professional development opportunities and retirement plan) and medical benefits included.**

**For consideration**, please forward via email cover letter, resume and salary requirements to [communications@waterburybridgetosuccess.org](mailto:communications@waterburybridgetosuccess.org), with 'Waterbury Bridge to Success | Assistant Director of Community Schools' in the subject line.