
MANAGER OF STRATEGIC PARTNERSHIPS

TITLE: Manager of Strategic Partnerships

REPORTS TO: Superintendent's Designee

SUPERVISES: N/A

JOB FUNCTION: This position will assist the district and school officials with developing and implementing a strategic partnership program with a focus on college and career readiness.

DUTIES AND RESPONSIBILITIES:

- Provide and expand support for strategic partnerships including career readiness partners such as program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community based organizations, city and county municipalities, students, teachers, and parents.
- Serve as liaison to higher education, state Career and Technical Education and Workforce Development Offices, business partners and community partners including faith-based, civic and other non-profit organizations.
- Works collaboratively with district school directors, CTE office and other district offices to meet college and career readiness goals.
- Actively seek and manage multiple funding resources and grants to support strategic partnerships.
- Support the development, implementation, and evaluation of a structured Pre K-12 college and career readiness/awareness program.
- Remain aware of District and community needs and initiate activities to meet those identified needs.
- Establish and maintain cooperative relationships with parents and the community to support District goals and program objectives.
- Provide consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and informal student events and activities.
- Collaborate to establish college and career readiness outcome measures.

MANAGER OF STRATEGIC PARTNERSHIPS

- Provide increased accountability by capturing and analyzing data to track student success. Prepare reports and completes research on topics related to teaching and learning. Support data and reporting needs.
- Recommend improvements and/or additions that enhance the efficiency and effectiveness of the District's college and career readiness efforts.
- Actively support school sites' career readiness programs, internships, and services at high schools and middle schools.
- Work with faculty, staff, and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
- Provide professional learning for administrators, teachers, and counselors on strategic partnerships, career awareness, career preparation, and academic integration.
- Through partnerships actively assist in the development of school site career readiness and preparation plans in accordance with city, state and federal employment trends.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

- Working knowledge of college and career readiness and preparation.
- Working knowledge of curriculum, instruction, and assessment.
- Ability to produce, analyze, interpret, and summarize data.
- Ability to interpret policy and procedures.

MANAGER OF STRATEGIC PARTNERSHIPS

- Ability to evaluate instructional programs and practices and develop short and long term plans.
- Knowledge and understanding of counseling programs.
- Knowledge and understanding of the gifted learner and advanced academic programs.
- Knowledge and understanding of career and technical education programs.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and the public.
- Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in education, business or related field (required)
- Master's Degree (preferred)
- Minimum of three years of experience in education, business/nonprofit operations, career services and/or project management (required)

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: June 2016