

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Stakeholder Engagement

Supervisor: Superintendent

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement preferred
2. Master's Degree or higher
3. Previous administrative experience preferred

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. (G) Provide technical assistance to program directors, administrators, and principals in writing District application and federal entitlement grants.
2. (G) Coordinate with and provide technical assistance to program directors, administrators, and principals in writing competitive state, federal, foundation, and corporate grants compatible with strategic plans, school improvement plans, and staff initiatives.
3. (SE) Direct and evaluate a planned, systematic program of parent, community, and staff engagement consistent with the District's Mission and Long-Range Plan.
4. (SE) Conduct formal and informal surveys of the parents, students, community, and staff opinions and attitudes concerning education and climate.
5. (SE) With District, site administrators, and staff, develop service learning and student mentoring programs consistent with the District Mission and Beliefs.
6. (SR) Provide information to all employees and District residents by coordinating District publications and other appropriate media channels for the community. Coordinate District publications and other appropriate media channels for the community.
7. (PR) Serves as the District's crises public information officer and implements crisis communication plan as necessary.
8. (PR) Plan and implement District employee recognition activities.

9. (PR & SE) Coordinate and direct effective relationships with the following groups: Citizen advisory committees, civic groups, businesses, local media, local, state, and national government officials, public agencies, new residents, religious institutions, higher education partners, realtors, and key communicators.
10. (PR & SE) Coordinate the District's homeless outreach program.
11. (V) Develop and implement a comprehensive District-wide volunteer program.
12. (PR & SE) Coordinate and/or deliver training in support of the District's community engagement, volunteer, and public relations programming.
13. Prepare program summaries and reports as needed.
14. Attend all board meetings and serve on District/School committees and professional organizations as assigned by the Superintendent.
15. Serve as a community ambassador for community events, committees, and civic organizations as assigned by the Superintendent.
16. Support general administration in the absence of Superintendent/Administrative Assistant to the Superintendent or in the absence of central office administrators (cabinet members).
17. Keep current with best practices and requirements as they relate to your job assignment.
18. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.