



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Director, External Partnerships
CONTRACT YEAR:	Twelve Months
PAY GRADE:	28
BARGAINING UNIT:	ESMAB

QUALIFICATIONS:

EDUCATION: An earned master's degree from an accredited institution. Doctorate preferred.

EXPERIENCE: Minimum of seven (7) years within the last twelve (12) years of progressively more responsible experience establishing and maintaining collaborative and supportive internal and external partnerships that support accelerated and sustained professional learning and leadership.

ADDITIONAL REQUIREMENTS:

REQUIRED: Significant experience in a non-profit organization, governmental agency, business and/or K-12 educational system with demonstrated knowledge in matters related to community relations, communications and project management. Excellent written and oral communication skills. Computer skills as required for the position.

PREFERRED: Preferred degree major in one of the following: business administration, public administration, communications or related field. Bilingual skills preferred.

OR

QUALIFICATIONS:

<u>EDUCATION:</u>	An earned bachelor's degree from an accredited institution. Graduate degree preferred.
<u>EXPERIENCE:</u>	Minimum of ten (10) years within the last fifteen (15) years of progressively more responsible experience establishing and maintaining collaborative and supportive internal and external partnerships that support accelerated and sustained professional learning and leadership.
<u>ADDITIONAL REQUIREMENTS:</u>	
<u>REQUIRED:</u>	Significant experience in a non-profit organization, governmental agency, business and/or K-12 educational system with demonstrated knowledge in matters related to community relations, communications and project management. Excellent written and oral communication skills. Computer skills as required for the position.
<u>PREFERRED:</u>	Preferred degree major in one of the following: business administration, public administration, communications or related field. Bilingual skills preferred.
REPORTS TO:	Executive Director, Strategy and Continuous Improvement
SUPERVISES:	Staff as assigned
POSITION GOAL:	Serve as the primary school district contact for external partnerships. Work collaboratively with the Public Information Office and the Broward Education Foundation staff to plan and conduct a community relations program designed to create and maintain a favorable public image for Broward County Public Schools while building support for significant partnerships. Facilitate and foster the relationship of the school district with local, state and national businesses, industries and non-profit organizations. Generate support within the business community for the school district.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:**The Director, External Partnerships shall:**

1. manage and oversee processes that build awareness, perspective and alignment throughout the stakeholder community including the Board, senior leadership and key agents throughout the BCPS community.
2. develop, initiate and support awareness of key stakeholders to support and maintain the awareness and understanding of the business community regarding partnership needs.
3. develop alignment and synergy with partners to Broward County Public School's mission, vision and Strategic Plan.
4. organize, lead, manage and supervise a team aligned with the duties and responsibilities of the function to achieve the goals established.
5. work directly with senior leadership to establish a strategy and plan with specific measurable targets to develop and/or upgrade administrator training processes to ensure consistent delivery of high-quality services regarding partnerships.
6. provide active input and feedback to the Superintendent and senior leaders on issues such as community relations, business partnerships and organizational processes.
7. establish, cultivate and nurture community and business relationships to ensure participation in leadership for and support of system-wide initiatives.
8. ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
9. partner with business leaders to create and execute plans to identify, attract, and develop multiple partnerships.
10. establish external partnership engagement scorecard to include core value elements of trust, truth and transparency.
11. design and implement an engagement survey tool to be delivered to targeted external partners.
12. conduct annual engagement survey and use the results to identify continuous improvement initiatives.
13. work in conjunction with the senior leaders to establish targets for improvement and key strategic initiatives that will be shared among key stakeholders within the District.
14. establish ongoing meetings with current and potential partners.
15. support and manage teams to ensure high quality program implementation.
16. develop and communicate effective school-based partnership procedures that support school improvement and student performance.
17. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
18. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
19. review current developments, literature and technical sources of information related to job responsibility.
20. ensure adherence to good safety procedures.
21. follow Federal and State laws, as well as School Board policies.
22. perform other duties as assigned by the Executive Director, Strategy and

Continuous Improvement or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Facilitate and foster the relationship of the school district with local, state and national businesses, industries and non-profit foundations. Generate support within the business community to support school improvement and student achievement for the school district.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Director, External Partnerships

Point Range: 995 – 1044

Position Factors

1. **Knowledge:** Combined required minimum education/experience for competent performance

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. **Human Relations Skills:** All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 – Immediate workgroup

2 – Outside of immediate workgroup

3 – Assistant/Associate/Deputy Superintendents

4 – Superintendent, School Board; critical external parties

3. **Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (Cont.)

Director, External Partnerships

Point Range: 995 – 1044

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C/3	C/4	D	C	D