



Job Title: **United Way Partnership Facilitator**

Department: **Hillcrest High School/Midvale Middle**

Supervisor: **Principal**

Lane Placement: **ESP Lane 9**

Schedule: **40 hrs week/242 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the Hillcrest High School Principal, the United Way/HHS & Midvale Middle Partnership Facilitator will collaborate in providing tiered interventions for identified at-risk students as part of a District Student Support Team. We manage various outreach services to parent as students identified as needing services. Coordinate outreach services for Hillcrest High School and Midvale Middle School. Meet with businesses to require volunteers to support program initiatives and program services.

## ESSENTIAL FUNCTIONS

- Implements strategies that address school success and school completion for identified at risk students.
- Builds rapport quickly with teenagers and staff at multiple sites.
- Uses evidence-based mentoring program and protocols.
- Supports and advocates for assigned students.
- Serves as a liaison to United Way and the District.
- Manages student identification and relationship building.
  - Work with HHS and Midvale administration on identification of students in 8<sup>th</sup> – 10<sup>th</sup> grade who are at risk because of non-attendance and failing core classes.
    - Student lunch chats.
    - Student group meetings.
    - Student individual meetings.
    - Student Tracking.
  - Create data on these identified students that will show results over time.
    - Attendance.
    - Grades.
    - Participation in clubs etc.
- Manages family partnership outreach for identified students.
  - Parent meetings.
    - Building parent buy in to school and the structure of school.
    - Helping parents build meaningful structures at home that support study time and better attendance.
    - School to family partnerships/relationships.
      - Celebrations of student success.
  - Provide middle school parents' access to HHS.
    - Invite middle parents to pre-registration meetings that will give them extra support and information to HHS and the success of their students.
  - Help plan and create a system of early identification and entry of parents and students who are at risk into HHS programs.
    - Help design programs.

- Help plan school entry into programs.
- Community partnerships and supports for at risk families and students.
  - Meet with businesses in Midvale that will work through United Way to provide volunteer time for students and families. (Savage Corporation)
    - Organize and plan what that volunteer time would look like.
  - Meet with City of Midvale on supports for families and students who need after school supports.
  - Be a facilitator for other programs coming into the school that provide service to students.
    - Help organize their time of when and how they can best provided service in the school.
      - Lunch room visits.
      - After school tutoring.
- Works collaboratively with District, school and community personnel.
- Keeps accurate records with data collection for systematic monitoring.
- Strong technology skills in Word, Excel, database, and email.
- Provides direct support to students at individual homes and other locations.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear an FBI criminal background check.
- Bachelor's degree required in a related field.
- Exceptional communication skills both verbal and written.
- Demonstrated skill in coordinating projects among multiple parties.
- Willingness to continually learn new information and skill related to student social and emotional development.
- Ability to work collaboratively and individually on assigned tasks.
- Must have excellent technology skills (Word, Excel).
- Experience with academic language and terms used in schools.
- Ability to work collaboratively with school personnel, other departments and outside agencies.
- Must be able to take the initiative, work independently and effectively meet the demands of the position.
- Must be able to work in a team setting.
- Must be able to work collaboratively and build trust within the community.
- Requires a valid Driver License and ability to drive to various locations throughout the local area.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Must be able to work in various environments including outdoor environments, hot and cold environments and various different building types.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/8/2020