

CITY OF CHATTANOOGA

Classification Specification Title: Director Community Forward Program

Department: Early Learning

Pay Grade: GS.14

Supervision Received From: N/A

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 8/6/21

**Revision Dates: 4/1/25;
0/20/23**

CLASSIFICATION SUMMARY:

The City of Chattanooga seeks an experienced and strategic program director for its emerging Community Forward initiative. The Community Forward initiative is an innovative partnership between the City of Chattanooga and Hamilton County Schools and is designed to ensure students and families have access to resources, relationships, and social support necessary to foster academic and social success. The Director will be responsible for recruiting and training Community Schools coordinators, designing and implementing a strategic family navigator approach, working with school and district leaders to align offered services and programs to family needs, and implementing innovative strategies to strengthen relationships and help children succeed.

SERIES LEVEL:

This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Leads the city-involved component of the Community Forward initiative in all identified school sites.

Implements the Community Forward Strategic Plan and vision. Designs and facilitates the implementation of Chattanooga's services and supports ecosystem, identifying alignment with parent, student, teacher, and community needs.

Create a reliable and personal communication system for families to engage with Community Forward coordinators. Support Hamilton County Schools principals, teachers, and other stakeholders in pursuing academic growth and student success.

Identify and develop strategies to help students and their families overcome systemic barriers through public-private partnerships, public policy, non-profit coordination, and resource development.

Support school-based Community Forward coordinators with programming and evaluation resources, including by monitoring the effectiveness of resources and programs.

Advise and support service providers by creating evaluatory reports and recommendations for program changes and additions based on student data analysis.

Communicate program goals, outputs, and outcomes to the Administrator of Early Learning, the Chief Policy Officer, the Mayor, and other stakeholders.

Coordinate with other City departments and community-based navigators to develop and support a robust network of city services for residents.

Maintain and conduct administrative and management functions as necessary, including creating a proposed annual budget for the initiative and coordinating with the Department of Early Learning's fiscal analyst to manage all relevant procurement and requisitions.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent experience and 5+ years of experience in roles of growing scope, responsibility, and demonstrable results in a social work, education, or other related field.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge and ability to work with students, families, and community members. Experience creating presentations and reports for a diverse range of stakeholders. Experience developing and communicating a shared vision for community challenges, needs, and opportunities. A passion for community-centered issues and desire to work with a mission-driven organization.

Skills to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality. Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve planning goals and objectives. Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team. Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up-to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

All employees must maintain Tennessee residency from the date of hire. The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.