

Associate Director of FSCS Student Support Services

Posting Details

Position Information

Job Title	Associate Director of FSCS Student Support Services
Position Number	500511
Vacancy Open to	All Candidates
Department	AAH College of Education
Department Homepage	https://education.ecu.edu
Advertising Department	COLLEGE OF EDUCATION
Division	Academic Affairs
Classification Title	Associate Director
Working Title	Associate Director of FSCS Student Support Services
Number of Vacancies	1
Full Time Equivalent (FTE)	1.0
Full Time or Part Time	Full Time
Anticipated Recruitment Range. Salary offered may be outside of this range as impacted by budget, UNC salary administration, and/or candidate qualifications.	\$74,000 - \$78,000
Position Location (City)	Greenville
Position Type	Non-Faculty
Job Category	Non-Faculty Staff Professional
Organizational Unit Overview	The Rural Education Institute (REI) will partner with the North Carolina Community School Coalition (NCCSC) to expand access to Full-Service Community Schools (FSCSs) in North Carolina over 5 years, beginning January 2024. This is a State Scaling Grant from the Department of Education (U.S. Department of Education). REI is the regional implementation partner tasked with the strategic growth and leadership of the community schools expansion model in eastern North Carolina. In this model, Full-Service Community Schools partner with families and community organizations through these Four Pillars: 1) Integrated Student Supports, 2) Expanded and Enriched Learning Time and Opportunities, 3) Active Family and Community Engagement, and 4) Collaborative Leadership and Practices.
Job Duties	This position will serve as the Associate Director of Student Support Services in REI's Eastern Regional Implementation of FSCS. The Associate Director will be part of a REI team which is responsible for the implementation of the community school model in an anticipated 20 schools across eastern NC over the next 5 years, each of which will have a Community School Coordinator. Associate Director Duties include but are not limited to: supporting the expansion strategy, developing effective FSCS programming, implementing interventions aimed at meeting the needs of each school, packaging toolkits and trainings to build positive learning environments customized to schools' needs, supporting school staff in developing school culture through curricular priorities and school-wide learning opportunities, and other duties as assigned. This position will report to the FSCS Director of REI and work closely with other key

leadership in REI. This position will maintain an office on the ECU campus and travel is expected.

Leadership (25%): Responsible for a) supporting Regional and State Implementation Partners b) supporting State Wide Steering Committee in the expansion strategy in the region, and c) connecting with Western and Central Regional Implementation Partner Student Support Services staff to share learnings and resources.

Implementation (25%): Responsible for a) developing effective FSCS programming, b) implementing interventions aimed at meeting the needs of each school, and c) packaging toolkits and trainings to build positive learning environments customized to schools' needs.

Team Facilitation (25%): Responsible for a) supporting school staff in developing FSCS school culture through curricular priorities and school-wide learning opportunities, b) supporting regular meetings with school staff and stakeholders, c) fostering and maintaining a culture of innovation, problem-solving, collaboration, and excellence that ensures the effective and timely delivery of services.

Evaluation and Grant Management (15%): Responsible for a) assisting with day-to-day management, coordination, implementation, and evaluation of Student Support Services activities within the eastern regional implementation, b) coordinating and tracking Student Support Services timelines, meetings, budgets, and goals, c) collaborating with regional staff to use data to guide the iteration of interventions and programming, d) assisting with annual reporting.

Marketing (10%): Responsible for developing various products for publication including briefs, policy reports, summaries, blogs and other content for e-newsletters, social media and web sites.

This position is contingent upon available funding.

Minimum Education/Experience

This position requires knowledge of K-12 schools, community and family engagement and the full-service community schools model. Demonstrated experience networking with K-12 setting (students, families, and administrators), community members, collaborating with university grant partners, and university grant team members. Additional qualifications include:

- Master's degree in education or a related discipline. All degrees must be received from appropriately accredited institutions.
- At least 3 years of work experience within education, healthcare, or social services sectors.
- Experience working in rural K-12 related settings
- Demonstrated project coordination skills
- Demonstrated ability to build, support, and manage a team towards high-yield goals.

License or Certification Required by Statute or Regulation

None

Preferred Experience, Skills, Training/Education

- At least 5 years of work experience in educational settings; preferably experience in community schools, student support, family engagement services, community partnerships, teaching, or educational leadership.
- Capacity to build and sustain networks and to collaborate across systems.
- Experience and interest in grant management.
- Commitment to create and utilize data in making strategic decisions
- High level of integrity, resourcefulness, and optimism.
- Ability to communicate effectively, both orally and in writing.
- Computer skills; familiarity with a full range of basic software (Office 365); Familiarity with social media (Facebook, Twitter, Instagram, etc.) as well as webpage development.
- Excellent organizational, management, and technical skills

Special Instructions to Applicant

East Carolina University requires applicants to submit a candidate profile online in order to be considered for the position. Candidates must also submit a cover letter, resume, and a list of three references, including contact information, online.

Applicants must be currently authorized to work in the United States on a full-time basis.

Additional Instructions to Applicant	In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.
Job Open Date	05/20/2024
Open Until Filled	Yes
Job Close Date - Positions will be posted until 11:59 p.m. EST on this date. If no closing date is indicated, the position may close at any time after the initial screening date.	
Initial Screening Begins	06/03/2024
Rank Level	
Quick Link for Direct Access to Posting	https://ecu.peopleadmin.com/postings/71399
AA/EOE	<p>East Carolina University is an equal opportunity and affirmative action employer who is committed to workforce success and cultivating a culture of care, belonging and opportunity for our faculty, staff and learners and all stakeholders. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.</p> <p>Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the ADA Coordinator at (252) 737-1018 (Voice/TTY) or ADA-Coordinator@ecu.edu.</p>
Eligibility for Employment	Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
Department for People Operations, Success, and Opportunity	If you experience any problems accessing the system or have questions about the application process, please contact the Department for People Operations, Success, and Opportunity at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to employment@ecu.edu . Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Please indicate where you learned about this job vacancy.
 - LinkedIn
 - Chronicle of Higher Education
 - CareerBuilder
 - Greenville Daily Reflector
 - Raleigh News & Observer
 - InsightIntoDiversity.com
 - HigherEdJobs.com
 - InsideHigherEd.com
 - Monster.com
 - Indeed
 - ECU Website
 - Other
- * Will you now or in the future require visa sponsorship for employment?
 - Yes

- No

Documents Needed To Apply

Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

Optional Documents

1. Transcripts