

Hub Director Roles and Responsibilities

- ☐ Broker relationships with existing and potential partners that lead to programming, services, and opportunities that are responsive to identified needs, integrated, and of high quality.
 - ☐ Serve as the primary contact for all community partners for programming needs. Utilize support of lead partner supervisor, building principal, TPS Community Liaison, and other strategic partners as necessary.
 - ☐ Engage community, community leaders, and stakeholders through outreach efforts to educate them on the work of the strategy/Hub and collaborate to move the community forward.
 - ☐ Conduct comprehensive Community Discovery (assets and needs assessment) by engaging multiple stakeholders of the school and neighborhood, minimally every three years. Timeline, tools, and process for the Community Discovery will be provided by TPS.
 - ☐ Utilize Community Discovery and ongoing data collection and analysis to drive the planning, decision-making, and monitoring of the Schools as Community Hubs strategy. Develop appropriate impact measures.
 - ☐ Maintain and facilitate a Hub Advisory Team.
 - ☐ Coordinate the decision-making process – via the Hub Advisory Team – on how to use school-community resources. Funded programming must be responsive to the findings of the assets and needs assessment and consistent with the Community Hub's identified priority areas set forth by the Hub Advisory Team.
 - ☐ Work with school leadership to ensure Hub materials and information regarding programming, events, and partnerships are visible and accessible to families, community, and partners.
 - ☐ Communicate face-to-face at least once WEEKLY with principal to ensure integration of intentions and actions with the Hub's vision. Ensure actions and accountability is clear.
 - ☐ Meet with the Lead Partner supervisor minimally MONTHLY to ensure cohesion and engagement.
 - ☐ Champion the work by speaking to community about the transformation happening at the school.
 - ☐ Attend, participate in, and promote Hub events.
 - ☐ Collaborate with district and community resources to support ongoing evaluation efforts. Seek assistance, if necessary, to advance the Hub's utilization of data in driving towards impact.
 - ☐ Reinforce all district processes, procedures, and policies related to partners and volunteers.
 - ☐ Engage partners in a planning meeting at the beginning of the school year to present Hub action plan and metrics to discuss alignment, activities, and events.
 - ☐ Facilitate regular building partner meetings to share successes, address challenges, and barriers, and share data when appropriate from Hub Action plan to work towards collective impact.
 - ☐ Engage partners in a year-end meeting to review the school year, share data and bright spots, address challenges, and review next steps for the next school year.
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