

## ***Lead Partner Roles and Responsibilities***

- ☐ Provide an investment of \$5,000 to support the implementation of the Schools as Community Hubs strategy.
  - ☐ Work closely with TPS and strategic partners to build and sustain Schools as Community Hubs both programmatically and fiscally.
  - ☐ Leverage its organizational capacities (i.e., fund development, public relations, communications, professional development, evaluation, etc.) to seek and secure additional support for both the programmatic and fiscal development and sustainability of the Hub.
  - ☐ Hire, train, supervise, and support a year-round full-time Hub Director who will coordinate the planning and implementation of the Schools as Community Hubs strategy.
    - ☐ Ensure building leadership, including principal and building representative, are involved in all aspects of the hiring process, as articulated in the Hiring Process Guidelines. The guidelines shall include the process for postings, handling of applications, and selection process.
    - ☐ TPS leadership will be consulted with before final decisions for all Hub hires. There shall be consensus between these parties on all Hub hires which aligns with the LPO. Other strategic partners may be engaged in this consultation.
    - ☐ Provide policies on typical work hours, time off, and communications expectations of Hub Directors to TPS staff, including the Community Liaison and building Principal.
    - ☐ To ensure alignment and integration of all programs and partners, the Hub Director will not directly implement any programming.
  - ☐ Comply with TPS board policies and procedures; LPO policies and procedures; and with local, state, and federal laws including, but not limited to:
    - ☐ A criminal background check for the Hub Director as determined by criteria in TPS Board Policy information.
    - ☐ Sending notification of any criminal convictions to the Community Hub principal as soon as this information is known.
    - ☐ Reinforce TPS Board Policy on criminal background checks with all community partners and volunteers.
  - ☐ Provide the Hub Director with sufficient supplies and materials to perform all job duties.
  - ☐ Provide at minimum face to face bi-monthly support, coaching, and/or supervision of the Hub Director. The Hub Director Supervisor will serve as the primary contact for TPS for any issues and or concerns that arise regarding the execution of the responsibilities of the Hub Director.
  - ☐ Meet at least QUARTERLY with Building Leadership and TPS Community Liaison to ensure the successful implementation of the Hub strategy.
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- ☐ Follow established conflict resolution procedures when necessary. If concerns arise about Hub implementation, engage the TPS Community Liaison, and other cabinet leadership, as necessary.
- ☐ Conduct annual Hub Director performance review, incorporating evaluative feedback from school principal. Share results with TPS for professional development planning purposes.
- ☐ Communicate employment concerns with building principal and TPS Community Liaison as immediately as possible. Provide organizational protocol to address employment issues to the Hub principal and Community Liaison with timeline and clear action steps, as applicable.
- ☐ Verify proper insurance for all programs and services coordinated by the Hub Director. Seek guidance from TPS, as necessary.
- ☐ Participate in the development of an annual Hub Action Plan in partnership with the Hub Advisory Team. Support identification of appropriate impact measures.
- ☐ Ensure on time submission of quarterly reports to TPS. Follow established protocol and participate in the reporting process.
- ☐ Champion the work by speaking to peers and community about the transformation happening at the school.
- ☐ Promote the Schools as Community Hubs strategy within its organization and externally via board presentations, open houses, school visits, orientations, special events, and publications.
- ☐ Ensure the participation of the Hub Director, Hub Director Supervisor, and other staff as needed and appropriate in capacity-building activities including District-wide and site-level trainings, consultations, and meetings.

