



DIRECTOR OF DIVERSION

JOB DESCRIPTION

Effective September 2022

The Sims-Fayola Director of Diversion shall be an exempt position, responsible for leading and enhancing the Sims-Fayola Empowerment Zone (SFEZ) in a way that supports the Sims-Fayola Foundation's (SFF) mission. The Director of Diversion will work in partnership with the CEO & COO to increase referrals and partnerships that are preventative to system involvement in addition to leading justice-involved cohorts through our intervention.

Essential Duties and Responsibilities

Reporting to the COO, the Director of Diversion will have the following responsibilities:

1. Strategy and Vision

- A. Serves as a member of the SFF's leadership team to ensure alignment of vision and activities. Support the CEO in developing long-term strategies, and offering strategic insights on maximizing SFF's model, mission, and impact.
 - ii. Participate in budget development, authorize, and track expenditures as it relates to the SFEZ program.
- B. Actively participate in the performance management process that measures and evaluates progress against goals for the organization. This includes gathering and analyzing data necessary to support those goals.
- C. Represents the organization externally, as necessary, in contract negotiations and the development of new partnerships and programming
 - D. Collaborate and participate in development strategies, fundraising events, and campaigns.

2. Teaching/Coaching

- A. Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
- B. Use relevant technology to support and differentiate instruction.
- C. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- D. Maintain discipline by the rules and disciplinary systems of the school.
- E. Provide appropriate feedback to students.
- F. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- G. Prepare required reports on students and activities.
- H. Prepare the classroom for class activities and clean up after each session.

Other functions of the job related to teaching include but are not limited to the following

- A. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- B. Support parent involvement through regular communication and resource sharing.
- C. Promptly return phone calls and answer emails with all stakeholders.
- D. Participate in appropriate professional activities.
- E. Other duties as assigned

3. Programming & Operations

- A. Provide leadership and initiation for strategic initiatives and program enhancements that identify unmet needs and ways that those under your supervision can extend/improve services.
- B. In partnership with the CEO and the leadership team, develop and pursue new partnerships appropriate and beneficial to the SFEZ program. This includes but is not limited to grant opportunities, strategic partnerships, and collaborations.
- C. Coordinate and track all SFEZ referrals as well as the demographics of clients served. Maintain up-to-date statistics on clients, create required reports on statistics and outcomes, and provide analytical insight to inform future agency direction.
- D. Collaborate with the CEO to create fund development strategies and manage the execution of those strategies.
- E. Provide assessments and crisis intervention, make appropriate referrals, and follow up with reports to referring partners.

4. Community Relations

- A. Serve as the point of contact for partners including but not limited to school districts, truancy courts, referring community agencies, and parents.
- B. Serve as the “face” of the SFF at relevant events such as Truancy Courts, Student Attendance Review Boards, resources fairs, and/or other events.
- C. Establish and maintain relationships with relevant stakeholders (Denver District Attorney, Denver Police Department, Pre-Trial Release, Denver District Attorney Juvenile Diversion Program, Supervision and Probation Office)

5. Additional duties as assigned by the CEO & COO

Qualifications

Experience, Skills, and Knowledge

- Bachelor’s Degree is preferred, but not required; a master’s degree or higher is a plus from an accredited college or university with a preferred degree in education, social work, psychology, sociology, public administration, or a closely related field desired.
- Knowledge of the youth service field and experience with at-risk and truant youth are required.
- Experience in a supervisory or management role is preferred.
- Knowledge of supervisory and training techniques is preferred.
- Excellent interpersonal skills, including above-average oral and written communication skills and the ability to communicate and manage multiple programs and site locations.
- Experience in operating multiple projects across various locations and interacting with multiple stakeholders
- Skills in project management, planning, organizing, directing, and coordinating a wide variety of activities; developing implementing, and communicating policies and procedures; analyzing data, making sound recommendations, and adopting effective causes of action; working persuasively and tactfully with supervisors

Characteristics and Traits

- A commitment to the organization’s role and mission
- Self-reliant, analytical thinker, good problem solver with a results orientation
- Energetic, flexible, and collaborative; an individual who can positively and productively impact strategic and tactical initiatives
- Must work well with persons of varied sexual preference, racial, ethnic, cultural, and socioeconomic backgrounds, and with individuals who are differently able.

Other Requirements

- Must pass a thorough criminal background investigation
- Must have a valid driver’s license, and the ability to drive a motor vehicle.
- Must be willing to work weekends and evenings

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand and communicate with others. The employee is occasionally required to walk, use hands to operate technical equipment, and reach with hands and arms.

The employee must frequently lift and or move up to 10 pounds and must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

The job may involve exposure to physical injury or hazard. Organizational safety standards apply, but precautions may not always be clearly defined and may not prevent injury or illness.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.