

<b>Team Member:</b>		<b>Supervisor:</b>	Operations Director
<b>FLSA (Exempt/Non-Exempt):</b>	Salary, Exempt	<b>Position (full or part-time):</b>	Full Time
<b>Location:</b>	Hi-Crest area	<b>Travel Required:</b>	Local and regional
<b>Hours:</b>	40 hours/week	<b>Supervises:</b>	Education Team
<b>Last Updated (date &amp; by):</b>	12/10/2025	<b>Starting wage:</b>	\$65,000-\$70,000

**SENT's Mission:**

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

**SENT's Vision:**

Wholistic transformation of neighborhoods in Shawnee County.

**Primary interactions with:**

SENT Executive Leadership, Operations Director, program staff, Mental Health team, Community Liaisons, workforce partners, school administrators, teachers, local partners, contractors, evaluators, and community stakeholders.

**Work schedule:**

Full-time hours are required to fulfill the responsibilities of this role. Some evening and weekend hours may be needed to support after-school programming, partner meetings, family engagement events, and community initiatives.

**Position Mission**

The mission of the Education Director is to lead and integrate SENT's education- and workforce-aligned programming into a cohesive, high-quality system that creates clear pathways for youth, families, and adults to thrive. This role provides strategic leadership, operational oversight, and accountability for education initiatives that strengthen academic engagement, family stability, workforce readiness, and long-term opportunity in the Hi-Crest neighborhood.

The Education Director ensures that programs are relationship-centered, trauma-informed, data-driven, and aligned with SENT's mission, values, and long-term sustainability goals.

**Key Responsibilities**

**Education Department Leadership & Strategy (30%)**

- Provide overall leadership for SENT's Education Department, including Campus Connections, Level Up, and Workforce Development programs.

- Develop and implement a clear departmental vision that aligns education, prevention, wellness, and workforce pathways.
- Collaborate with the Operations Director to set priorities, goals, timelines, and budgets for education initiatives.
- Ensure alignment between education programming and SENT's broader organizational strategy and theory of change.

#### Program Oversight & Quality Assurance (25%)

- Oversee the expansion and ongoing implementation of Campus Connections after-school programming, including Monday–Thursday programming and semester-based enrollment.
- Supervise and support the Middle School and High School Campus Connections Coordinators.
- Provide programmatic oversight of Workforce Development initiatives, including Working Men of Christ (in coordination with Jay Rice) and Senior Employment Placements.
- Ensure Level Up programming is integrated with high school and workforce transition supports.
- Monitor program quality, fidelity to trauma-informed practices, and consistency across sites and age groups.

#### Staff Leadership & Supervision (15%)

- Provide clear supervision, coaching, and accountability for direct reports.
- Support staff development, training, and team culture within the Education Department.
- Collaborate with leadership on hiring, onboarding, and performance management.
- Foster a collaborative working environment between education staff, mental health staff, and neighbor-facing teams.

#### Data, Evaluation & Impact Tracking (15%)

- Oversee education-related data collection, evaluation, and reporting in collaboration with SENT leadership.
- Ensure student intakes, post-semester evaluations, and curriculum-based assessments (including Making Sense of Your Worth) are implemented consistently.
- Work with the Mental Health team to support pre- and post-assessments
- Work with the Neighbor Advocacy team to support family engagement and care coordination.
- Utilize CRM and data systems to track student participation, family engagement, outcomes, and cross-program impact.

#### Partnerships & Systems Alignment (10%)

- Maintain strong relationships with schools, after-school partners, workforce partners, and community stakeholders.
- Collaborate with the Development Director to support grant reporting, outcome narratives, and funder communication related to education initiatives.
- Represent SENT in education- and workforce-related coalitions, meetings, and community forums.

#### Operational Coordination & Infrastructure (5%)

- Coordinate education-related operational needs, including transportation planning, facilities alignment, and scheduling.
- Support planning for office space and program logistics as the department expands.
- Ensure compliance with policies, safety standards, and confidentiality requirements.

### Performance Measurements and Accountability

Success in this role will be evaluated based on:

- Demonstrated progress toward education and workforce outcome goals
- Clear evidence of improved educational outcomes for the Hi-Crest community, including stronger school partnerships, improved student engagement, and increased educational attainment and workforce readiness for youth and adults
- Quality and consistency of after-school and transition programming

- Effective supervision, development, and retention of education staff
- Timely and accurate implementation of assessments and evaluations
- Successful integration of data and CRM systems for education programs
- Strength of partnerships with schools, families, and community stakeholders
- Clear, reliable communication with the Operations Director and leadership team
- Alignment with SENT's mission, values, and relational approach

#### **Qualifications: (Knowledge, Skill, and Ability)**

- Bachelor's degree in education, social work, nonprofit leadership, or a related field.
- Minimum 5 years of experience in education, youth development, workforce development, or related nonprofit leadership.
- Evidence of a growth-oriented leadership approach, including the ability to design new systems, iterate over time, and lead the creation and expansion of a department with increasing responsibility, complexity, and impact.
- Demonstrated experience leading programs, supervising staff, and managing complex initiatives.
- Strong understanding of trauma-informed, relationship-centered approaches to education and youth development.
- Ability to think strategically while managing day-to-day operations.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to build trust and collaborate effectively with staff, partners, schools, and families.
- Capacity to work independently while remaining connected to team goals and leadership direction.
- Emotional maturity, discretion, and integrity in handling confidential information.
- Resident of or willingness to relocate to Topeka, Kansas preferred.
- Valid Kansas driver's license.
- Must pass a background check.

#### **Physical Demands**

- The physical demands described here are representative of those a team member encounters while performing the essential functions of this job.
- Primary duties are performed in an office environment
- Ability to sit, stand, and walk for extended periods of time
- Ability to work on a computer for several hours at a time
- Ability to communicate effectively by speaking and listening
- Ability to concentrate on detailed information and manage multiple tasks
- Occasional light lifting (up to 50 pounds), such as files, materials, or equipment
- Frequent use of hands to type, handle papers, and operate standard office equipment
- Vision abilities required include close vision and the ability to read from screens and printed materials

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#### **Work Environment:**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Office environment: majority of time spent in a pleasant, indoor environment with good lighting and temperature control.
- This is a non-smoking work environment, including all premises and other such areas.
- Travel may be required, along with that entails standard travel risks.

I can perform this job without accommodation.  
 I need an accommodation to perform this job.

I have read and understand all aspects of the Job Description and agree that I am fully capable of performing the essential functions as outlined. If accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff are required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature