



CHILDREN'S ADVOCACY CENTER
OF SMITH COUNTY

DIRECTOR OF COMMUNITY EDUCATION

REPORT TO: CHIEF EDUCATION OFFICER

COMPENSATION: COMMENSURATE WITH EXPERIENCE

EXEMPT STATUS: EXEMPT

COMMITMENT TYPE: FULL TIME

BASE OF OPERATIONS: TYLER, TEXAS

SUMMARY:

Children's Advocacy Center of Smith County (CACSC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team (MDT) made up of Law Enforcement, Child Protective Investigators, and the District Attorney's office. The CACSC is dedicated to offering our community impactful prevention education and awareness programs. Our outreach initiatives are specifically designed to empower both adults and children with the knowledge and tools to prevent child abuse. We strive to equip individuals with the skills needed to take a stand against all forms of child maltreatment. Our ultimate goal is to create lasting change by raising awareness and working toward the eventual eradication of child abuse in Smith County.

ESSENTIAL FUNCTIONS:

- Build and maintain relationships with community organizations, schools, and local stakeholders
- Assess challenges and educational needs in the community and find innovative solutions
- Lead in new initiatives to gain greater access to community organizations and school settings
- Oversee and assist in creating new avenues/opportunities to educate the community
- Coordinate effective networking partnerships with local organizations/agencies
- Initiate strong partnerships with staff, local agencies, and MDT partners to foster coordination of services and integration with other school and community programs
- Demonstrate proficiency in collaborating with superintendents, administrators, and staff to address scheduling, time constraints, and placement within the school environment
- Manage the success of the CE program by overseeing its implementation and evaluation.
- Collaborate, identify, and develop high-impact strategies to implement an effective abuse prevention program
- Effectively communicate with the Lead Community Educator regarding task expectations, processes, and duties
- Coordinate with Lead Community Educator on requests for CE presentations and maintain an internal database to assist with specialized training, presentations, or events
- Develop an understanding of the Trauma-Informed School curriculum, process, and program evaluation
- Effectively deliver Trauma-Informed School training/presentations for schools and organizations
- Collaborate with the Director of Data Management to ensure educational programs are tracking and collecting data

- Lead tracking, compiling, and reporting monthly statistics for grant purposes as requested
- Maintain knowledge of current research, evidence-based sexual abuse prevention strategies and programs
- Conduct interviews with media outlets to educate the Smith County community about child abuse as requested
- Attend training and professional development regarding the prevention of child abuse for training and community education team
- Monitor compliance with legal guidelines, internal policies, and quality standards
- Other duties as assigned by the Chief Education Officer

JOB REQUIREMENTS AND QUALIFICATIONS:

EDUCATION:

- Bachelor's degree (minimum) in education; Master's degree preferred
- Professional experience as a classroom teacher; a minimum of 5 years preferred
- Three years' experience in administrator role/campus leadership highly preferred

EXPERIENCE:

- High level of oral and written communication skills
- Demonstrate knowledge of child abuse and neglect
- Effective teaching and presentation skills
- School setting experience preferred

KNOWLEDGE REQUIREMENTS:

- High level of written and oral communication skills, organizational skills, computer skills, and collaborative capabilities
- Proficiency with Microsoft, Word, Excel, and Outlook

INTELLECTUAL AND PHYSICAL REQUIREMENTS:

- Individuals should possess tact, good judgment, flexibility, and the ability to work as a team member with individuals.
- Ability to work well under pressure, multi-task, balance varied requirements noted above, and respond quickly to challenges
- Bending, stooping, reaching, and other movements required in dealing with children. Lifting of office materials (up to 20 lbs.)

OTHER INFORMATION:

- Regular travel is required to various locations for training, meetings, and events
- Position involves confidential work with sensitive information about child abuse victims and partner agency personnel at supervisory and front-line levels
- Desirable personal qualities include tact, good judgment, flexibility, a positive attitude, high professional standards and ethics, and an ability to get along with people from various disciplines
- Employment depends upon completing a background check, including criminal and CPI clearances, National Sex Offenders Registry, and E-Verify

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

If you are interested and meet the requirements for this position, please send a cover letter and resume to ttanner@cacsmithcounty.org