



Director of School Services

Position Overview

For nearly 70 years, Children's Institute (CI) has partnered with parents, caregivers, educators, and community providers to support the social-emotional development and well-being of children and youth. Our work advances early learning, school readiness, and youth leadership by strengthening the environments in which children live, learn, and grow.

CI seeks a strategic, relationship-driven Director of School Services to expand and steward our partnerships with school districts across New York State and beyond. This role will coordinate and manage CI's school-facing portfolio—including coaching, consultation and professional learning services related to SEL integration, restorative practices, culturally responsive education and our evidence-based interventions Primary Project and early childhood behavioral consultation.

The Director of School Services will not directly manage program implementation. Instead, they will oversee and coordinate the broader School Services strategy in partnership with CI's Senior Director of Programs and Partnerships and individual program staff, developing and implementing internal processes to maximize alignment and efficiencies across programs, managing district-level relationships, expanding CI's reach, and supporting business development activities.

This is a highly strategic, entrepreneurial position well-suited to a strong self-starter who thrives at the intersection of program strategy, systems thinking, relationship management, and operational coordination.

Key Responsibilities

Strategic Development & Growth – 25%

- Help to develop and implement a strategic vision for CI's School Services portfolio that expands our reach beyond the Rochester area, scaling services across New York and into new geographic markets.
- Identify, cultivate, and secure new contracts with school districts, BOCES, and community-school partners, positioning CI's offerings—which include SEL integration, restorative practice support, assessment consultation, and targeted interventions—as district and state ed aligned solutions.

- Lead fee-for-service strategy, pricing structures, and contract negotiations with districts.
- Contribute to the development of new service offerings or program enhancements based on emerging district needs.

District & Partner Relationship Management – 25%

- Serve as a liaison to school district leadership, building trusted, long-term relationships with superintendents, assistant superintendents, directors of student services, building principals and BOCES administrators.
- Work with districts to design tailored proposals and scopes of work that maximize CI's services.
- Strengthen CI's visibility and impact within statewide and regional networks, including BOCES CoSer pathways where many School Services offerings are reimbursable.
- Serve on local and regional networks and committees to cultivate relationships and serve the community.

Program Coordination & Field Services Implementation – 50%

- Serve as part of consulting teams to schools on 2-3 key projects per year
- Conduct professional learning and coaching services as needed
- Coordinate across CI program directors/managers to ensure coherent, high-quality delivery of services in districts (e.g., coaching, professional development, early childhood screening, Primary Project).
- Help to coordinate internal processes for assigning staff to district projects, balancing capacity, expertise, and timelines.
- Oversee project coordination systems to ensure timely and successful implementation of district contracts, including scopes of work, timelines, deliverables, and reporting.
- Use data, district feedback, and internal evaluation findings to inform service improvements.

Qualifications

- Bachelor's degree required in Education, Special Education, School Psychology, Social Work, Public Administration, or a related field. Advanced degree preferred. Lived experience beyond what can be learned in formal educational settings is valued and considered.
- Minimum 5–7 years of experience working within school settings, including direct experience with district-level administration.
- Deep understanding of current issues and challenges in schools
- Experience designing, coordinating, or delivering professional development, training and coaching for school and district-level staff
- Content expertise in one of more of the following areas: student support services, social emotional learning, restorative practices, culturally responsive sustaining education, or early childhood programming is essential.
- Demonstrated commitment to addressing equity and cultural responsiveness, especially as it relates to helping schools navigate this topic in a complex environment.
- Demonstrated success generating new partnerships, contracts, or fee-for-service engagements with school districts or similar public-sector partners.
- Entrepreneurial mindset with a track record of identifying opportunities, solving problems creatively, and driving growth.
- Excellent relationship-building skills with senior school and district administrators.
- Strong project coordination and organizational skills; comfort managing multiple complex projects simultaneously.
- Systems thinker with the ability to integrate multiple programs into coherent district-wide strategies.
- Self-starter with comfort working autonomously.
- Exceptional communication and organizational skills.
- Detail-oriented, responsive, and able to manage deadlines effectively.



205 Saint Paul Street • Rochester, New York 14604
585-295-1000 (phone) • 585-295-1090 (fax)
www.childrensinstitute.net

Additional Information

- Supervisory: No direct staff supervision initially; works in close coordination with Program Directors overseeing family-, youth-, and community-focused initiatives.
- Work location: Primarily on-site in Rochester, NY with some flexibility for hybrid work. The nature of this position requires the individual to be in the office 60-80% of the time as determined by supervisor.
- Anticipated Salary Range: \$80,000-\$90,000
- Benefits: Children's Institute offers a comprehensive benefits package including health, dental, vision, disability, life insurance; additional ancillary benefits, an employer contribution toward health insurance premiums; generous paid time off consisting of vacation time, paid holidays, and planned office closures; 4% employer contribution to 401(K) retirement plan, and optional employee retirement contribution.

To Apply

Please submit a resume and cover letter detailing how your qualifications match the job description to: Elizabeth Devaney at edevaney@childrensinstitute.net

Equal Employment Opportunity

Children's Institute is committed to equal employment opportunity for all persons regardless of race, religion, color, national origin or citizenship, ancestry, sex, gender, gender identity, gender expression, age, disability, sexual orientation, marital, military, or veteran status, or any other status or characteristic protected by law.

We welcome qualified candidates with lived experiences to help us best serve our great Community! We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team and encourage everyone who is interested in the work to apply.