



Executive Director, Student Mentorship and Partnerships

Reports to:	Chief	FLSA Status:	Exempt
Department:	Student Mentorship and Partnerships	Structure/Grade:	Unified 134
Division:	Access and Opportunity	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Plans develop, and oversee the DCSD Mentorships and Partnerships Programs, parenting student initiatives, as well as other programs at DeKalb County School District that support underserved, under-resourced, and underrepresented youth. Develops special programs, including management, reporting, and evaluation that support the enrollment, persistence, and success of DCSD students through these programs.

Essential Job Duties

- Leads the full implementation of mentorship and innovative programs for all DCSD students including setting up innovative programs, recruiting volunteer mentors to partner with DCSD to offer student opportunities, and providing leadership and support to DCSD schools.
- Develops programs to ensure underserved, under-resourced, and underrepresented youth connect with mentors and build positive relationships to support their high school experience, gain an understanding of workplace expectations and networking to increase their likelihood of participating in post-secondary opportunities.
- Oversees the FACE Advocates program and ensures training and development for mentors and liaisons to support the success of dysregulated youth.
- Facilitates the implementation of the My Brothers' Keeper, My Sister's Keeper (MBK/MSK), and 100 Black Men programs to address opportunity gaps affecting DCSD students
- Builds and orchestrates a robust community outreach program to create partnerships with the county government, businesses, faith-based organizations, stakeholder groups and foundations to connect DCSD youth to mentoring, support networks, and workforce development programs.
- Collaborates and communicates with a wide range of stakeholders including students, families, volunteer mentors, institutions, businesses, and organizations to secure resources and support for mentorship programs.
- Conducts outreach to engage the community, stakeholders and business partners in the mentoring process and solicit feedback and recommendations through monthly/quarterly meetings
- Provides ongoing training and support to mentors and develops processes for recruitment and screening DCSD mentors to ensure student safety and appropriate mentoring relationships.



- Develops and utilizes evaluative tools to determine impact on mentoring outcomes within the District; compiles key findings to capture trends to inform and drive continuous improvement.

Qualifications

- Master's degree from a Professional Standards Commission approved accredited college or university is required.
- Minimum of seven (7) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures; the organization of specifically assigned areas; budgeting and spending, labor issues, and efficiencies.
- Knowledge of DCSS policies and procedures; workforce and facilities requirement forecasting; all relevant available public and private resources and services
- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws
- Knowledge of school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Demonstrated excellence in training, public speaking, and effective communications (written and verbal).
- Broad knowledge and experience in youth development and programming and the development and administration of ongoing professional leadership activities.
- Proficiency with data management and technology applications, including Salesforce and Microsoft Office Suite.
- Self-motivated, organized, and able to manage multiple tasks simultaneously.
- Commitment to DEI and ensuring programmatic services are inclusive.
- Skilled in oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities
- Skilled in administration and management skills gained through increasingly responsible management positions, recruiting, training, and motivating employees
- Skilled in delegations; planning; public relations; public speaking; budgeting; conflict resolution; and mediation
- Ability to work effectively with staff, volunteers, and collaborators from diverse backgrounds, with education and supervisory experience to manage the effectiveness of trainers, consultants, and other agency representatives

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 1/9/2026



- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees
- Ability to develop and understand financial and/or operating reports; maintain confidential information; learn and use relevant computer applications
- Ability to prioritize assignments; and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all sedentary criteria are met.
- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.
- Substantial movements (motions) of the wrists, hands, and/or fingers.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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