



## **POSITION AVAILABLE COMMUNITY SCHOOL COORDINATOR**

**Reports to:** Creative City Executive Director, Creative City Principal, Park Heights Renaissance Director of Education

**Start Date:** February 2, 2019

**Position Summary:** The Community School Coordinator is employed by Park Heights Renaissance (the "Lead Agency") and is placed at Creative City Public Charter School. Boiled down to its essence, our Community School Coordinator is a *community organizer* who strengthens school and community relationships, breaks down barriers to accessing education, amplifies the voices of school families, and builds bridges between needs and opportunities. Specific responsibilities are as follows:

### **Attendance Initiatives (30%)**

- Under the supervision of the Executive Director, lead the School Attendance Team (also comprised of Social Worker, Nurse, Principal, and other ad hoc members as needed)
  - Schedule regular meetings
  - Maintain meeting notes and records of next steps
  - Ensure two-way communication between Attendance Team and individual teachers / grade-level instructional teams regarding attendance priorities.
- Directly track and regularly monitor attendance data and interventions, including:
  - Pull monthly attendance data and compiling for instructional team review
  - Coordinate monthly Attendance Postcard mailing to families
  - Manage At-Risk of Chronic Absence list and use strategies including home visits, Student Support Team meetings, and individualized supports and interventions to prevent students from reaching Chronic Absence status.
  - Maintain a tracking system for attendance interventions being utilized
- Work with the Climate & Attendance Committee (a mixed-stakeholder group) to design inclusive strategies to celebrate good attendance and maintain motivation for students and families to attend school daily and on time
- Oversee other attendance interventions as needed
- Develop creative partnerships to support the priorities above

### **Volunteer Recruitment and Management (20%)**

- Market school needs to potential volunteers (both internal and external to our school community) and match volunteers with needs accordingly
- Create systems to track volunteer time
- Coordinate and implement annual volunteer training and recognition event(s)
- Prioritize strategies that encourage and maximize parent & family member engagement
- Prioritize strategies that encourage a regular volunteer commitment (i.e. weekly)
- Develop strong two-way communication with individual teachers and grade-level instructional teams regarding volunteer needs and opportunities

### **Whole Family Supports (20%)**

- Conduct and analyze an annual Needs & Assets survey to guide priorities and decision making
- Maintain personal relationships with families to develop strong & positive relationships with school.
- Implement a menu of needs-driven, high-quality programs and services in adherence with the community school model, including (but not limited to): early childhood programs, food security programs, parent/family engagement, adult education, direct material assistance and interventions targeted to chronically absent students
- Continue and grow current existing programs, notably including our school-based food pantry with Maryland Food Bank
- Direct resources and personal support to families facing challenges to ensure that communication and connection occurs where they may be most needed
- Oversee planning of key annual events, including Back to School BBQ and “Creative CityScape” year-end BBQ, ensuring parent voice and leadership in the planning process
- Develop creative partnerships to support the priorities above

### **Out Of School Time (OST) activities for students (10%)**

- Support OST activities that meet the needs of our school community by:
  - developing new strategic partnerships,
  - fostering volunteer leadership, and
  - supporting resource development for OST
- Work closely with OST Coordinator to develop, market, and implement new ideas for out-of-school time, and to support student / family recruitment

- Serve on OST Steering Committee for the school

### **Strong Community Relationships (10%)**

- Prioritize partnerships that deepen our relationship with our surrounding Park Heights community, including:
  - regular attendance at nearest community association meetings and events,
  - close contact with Park Heights service providers, and
  - intentional efforts to include our surrounding community in programs and activities at school
- Maintain existing, and develop new, relationships with congregations, businesses, nonprofits, and others in our community
- Advise the Executive Director and Principal on ways to integrate partners and community members into school governance structures

### **Administrative & Other (10%)**

- Support the research/evaluation of the community school by supervising and coordinating the collection of data, timely submission of reports and responses to other requests for information made by the initiative's leadership
- Supervise Family & Community Engagement (FCE) Liaison
- Serve as the main staff liaison to the School Village Association, and participate as needed in the Outreach Committee and Climate & Attendance Committee
- As needed, manage inquiries about, and coordinate, off-hours use of our building by community partners
- Participate in weekly School Leadership Team meeting
- Under the direction of the Principal, provide support to the following specialized initiatives, as well as others that may arise:
  - Potpourri (weekly interest-based electives for students) – *October*
  - Middle School Choice – *December/January*
- Maintain documents and files necessary to the operation of all of the above
- Other duties as required

**To Apply:** Please send cover letter and resume to the attention of Marisa Canino, Executive Director, by January 17, 2019, 5:00 pm at [hiring@creativecityschool.org](mailto: hiring@creativecityschool.org). Note "Community School Coordinator" in the subject line. You may also send by mail or hand deliver to 2810 Shirley Avenue, Baltimore, MD 21215 so long as applications are received by Jan 17.

**Requirements:**

1. Excellent oral and written communication skills.
2. Demonstrated ability to recruit, motivate & support volunteers, building their leadership capacity.
3. Demonstrated success in creating excellent cross-organization partnerships.
4. Demonstrated ability to unify groups of people across differences with respect to race, income, education level, ethnicity, sexual orientation, and age.
5. Ability to participate in evening and/or weekend meetings or events, if provided advance notice
6. Associate's Degree or higher

**Preferred Qualifications:**

1. Past success with community school programming and partnerships.
2. Past success with fundraising for human services.
3. Experience with the charter school model.
4. Experience working with elementary school students.
5. Bachelor's Degree or higher

**Salary range is \$48,000 to \$55,000, depending on education and experience. Health care benefits included.**

*This is a grant-funded position, with continuation contingent on successful programming and availability of grant funds.*

**OUR MISSION**

Creative City Public Charter School uses Baltimore City's natural and built environments and communities as a learning foundation. Our elementary school, where teachers, students and parents share governance and cooperate on curriculum and community decisions, builds on the inquisitive nature of children to drive the project-based arts-integrated curriculum, developing self-directed critical thinkers.

**OUR VISION**

Young people will be collaborative learners and creative thinkers who become leaders, active citizens, effective communicators, and good stewards of their environment.

**EQUITY STATEMENT**

We believe all children have unlimited capacity. We challenge ourselves and each other to confront the historical and ongoing effects of structural racism. We commit to grounding every action and decision in equity and justice.