



Family Engagement Coordinator

*"When we actually do it, we actually learn it."
- Declan P. Class of 2014*

POSITION OVERVIEW

The Christa McAuliffe Charter School seeks a trilingual Family Engagement Coordinator to help the school maintain and build strong relationships with our families. Reporting to the Director of Admissions and Community Outreach, the top priority of this position is to promote community-building amongst families with diverse backgrounds. This includes facilitating opportunities for parents/guardians to engage in the McAuliffe program and develop relationships with the faculty and other families. The coordinator will also be responsible for working with prospective families and assisting them through the admissions process. We require a trilingual individual who is fluent in English, Portuguese and Spanish. This is a 12-month position with ample vacation and personal time benefits.

MISSION

The mission of the Christa McAuliffe Charter School (McAuliffe) is to cultivate within each member of a diverse student body an intense commitment to self and community, the courage and insight to set high standards for academic and personal success, and the knowledge, skills, and attitudes to achieve those standards.

STRATEGIC VISION

McAuliffe's strategic vision for 2024 is to create classroom learning environments where students achieve more than they think possible, become allies and "upstanders" in a kind and welcoming school community, and actively contribute to building a better world. No matter our scholars' race, ethnicity, primary language, class, gender, or learning profile, they will make strong academic gains, build character, and produce high-quality, meaningful work that they are proud to share with others. To accomplish this vision, McAuliffe strives to build a diverse faculty to support our diverse student body.

ABOUT THE SCHOOL

The Christa McAuliffe Charter School is a credentialed EL Education school for 400 scholars in grades 6-8 with a hands-on curriculum that focuses on three dimensions of student achievement: 1) mastery of knowledge and skills, 2) culture and character, 3) high-quality work. At McAuliffe, students learn how to take ownership of their learning, guided by creative, passionate adults who have more autonomy and opportunities for collaboration than in a traditional middle school environment.

EL Education (formerly Expeditionary Learning) is a national school transformation organization operating in 165 schools in 30 states and reaching over 45,000 students. EL partners with schools to improve student achievement through an inquiry and project-based approach. Visit www.eleducation.org to learn more!

APPLICATION INSTRUCTIONS

Email your cover letter and resume to Gary Alpert, galpert@mcauliffecharter.org with “Family Engagement Coordinator” in the subject line.

Christa McAuliffe Charter School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation/gender identity, or any other characteristic protected by applicable law.

RESPONSIBILITIES

- ** Work with the Director of Admissions and Community Outreach to create and implement an annual family engagement plan and a student recruitment and retention plan
- ** Engage in communication and relationship-building with families who speak Portuguese and Spanish
- ** Collaborate with the Director of Admissions and Community Outreach to manage school-wide parent/guardian communications, including translation/interpretation
- ** Coordinate admissions activities such as information sessions and tours
- ** Annually update/revise admissions promotional materials, including translation/interpretation
- ** Engage prospective families throughout the admissions process prior to and following the lottery
- ** Manage the admissions database, annual lottery, and post-lottery enrollment processes and outreach
- ** Support teachers and counselors in outreach and relationship-building with families
- ** Provide translation services during certain meetings, phone calls, and events
- ** Work collaboratively with and support the efforts of the Parent Teacher Group (PTG)
- ** Assist with school event coordination and help out at/attend events regularly
- ** Provide coverage for the school’s receptionist, as needed
- ** Engage in relevant cross-training activities for the receptionist and other administrative positions

PROFESSIONAL DEVELOPMENT

Though there is one Family Engagement Coordinator in the school, you will not be working alone! In addition to engaging in collaborative work with McAuliffe faculty and staff, you will receive the following types of support:

- ** Professional development sessions hosted by the MCPSA
- ** Other conferences, trainings, or webinars hosted by a variety of organizations, including but not limited to the Department of Elementary and Secondary Education (DESE)

QUALIFICATIONS

McAuliffe is committed to cultivating a community that embraces diverse backgrounds and perspectives; A diverse team allows us to serve our community better. If you are not sure that you meet all of the qualifications, but you are interested in the position, we encourage you to apply!

Suggested Qualifications:

- ** Strong written and verbal communication skills in English and Portuguese (ideally Spanish too)
- ** “People person” who enjoys meeting people and builds relationships with ease
- ** Community-building experience in or outside of a school environment
- ** Experience working with people who have diverse racial, ethnic, religious & socio-economic backgrounds
- ** Creative thinker, excited to add value to the school's family engagement
- ** Comfortable speaking in front of groups of people and/or running a meeting
- ** Experience setting goals and implementing a plan to make progress toward goals
- ** Organized and able to stay on top of multiple priorities
- ** Collaborative, team player, and willing to ask for help

- ** Positive energy who sees things with an optimistic outlook
- ** Comfortable working with Microsoft Suite (Word, Excel, etc) and/or Google (Google Docs, Google Sheets, etc).
- ** Quick to navigate new programs or apps on a computer or other device

COMPENSATION & BENEFITS

- ** Salary is competitive among MA Charter Schools and commensurate with experience
- ** McAuliffe pays 75% of health & dental premiums for individual or family plans and provides short term disability and life insurance.
- ** Time-off benefits include 9 personal days, holidays, school vacations as well as 15 days of summer vacation.
- ** Optional benefits include vision, 403(b) retirement plan, FSA and Dependent Care, YMCA discount
- ** Opportunity for flexible schedule and remote work, especially with the need for this role to attend evening events