



FAMILY ENGAGEMENT COORDINATOR

Neighborhood House Charter School
Dorchester , Massachusetts

Job Details

Job ID: 2918565

Application Deadline: Posted until Filled

Posted : April 11, 2018

Starting Date: July 9, 2018

Job Description

JOB OVERVIEW

Reporting to the Director of Operations, the Family Engagement Coordinator will ensure that the school builds and maintains strong relationships with our families. We are seeking a “people person” with strong organizational skills; someone who is equally comfortable managing an online school newsletter, conducting home visits, workshopping agendas with Parent Council, navigating public benefits for families, or problem-solving student attendance challenges. Diverse candidates with previous experience working in urban communities are highly encouraged to apply. The position is a full-time, school-year position with competitive salary and benefits.

DUTIES AND RESPONSIBILITIES

Serve as an important liaison between the school and families, focused on initiatives that engage families and strengthen relationships between home and school.

Manage school-wide parent communications to have the largest impact; use all appropriate media including SMS, email, social media, flyers, and more.

Update and oversee student recruitment plan and annual process of seeking enrollment applications from new families; achieve targets for recruitment of new students.

Serve as staff point person for the Parent Council; work in tandem with Parent Council leadership to continuously improve the impact of the Parent Council.

Receive referrals from Operations Managers for students exhibiting attendance challenges and conduct home visits or other interventions as appropriate.

Stay abreast of developments in public benefits and community resources and identify most impactful ways to connect families to needed resources.

Participate in meetings with the Student Support Team, Deans, and/or Principals as appropriate to problem-solve particular family engagement issues.

Assist with the centralization of record-keeping of notes and communications with families.

Pitch in as needed to make sure that the school and the operations team achieve goals.

Position Type: Full-time

Positions Available: 1

Equal Opportunity Employer

Neighborhood House Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- QUALIFICATIONS AND SKILLS

The successful candidate must be comfortable working in a fast-paced environment with multiple communication methods; adept at giving and receiving direction; and highly effective in interactions with teachers, families, school leaders, and community partners.

Required:

Bachelor's degree.

Three years of experience in education, public benefits, social work, community outreach, or related fields.

Deep understanding of the families of Dorchester, Roxbury, and Mattapan.

Demonstrated success with culturally responsive practices in an institutional role.

Strong oral and written communication skills (proactive, concise, solution-oriented, and responsive on email communications).

Flexible and entrepreneurial with strong problem-solving abilities and a can-do, team-spirited approach.

Ability to handle multiple and often time-sensitive responsibilities with confidence, grace, and independence.

Ability to exercise good judgment and discretion and to maintain confidentiality of students, staff and families.

Ability and willingness to take direction well and follow through on tasks to completion.

Comfort with data entry using cloud-based database systems.

Proficiency with Microsoft Office Suite (Excel, Word, Outlook).

Preferred:

Working knowledge of at least one of the following languages: Spanish, Portuguese, Vietnamese, or Haitian Creole.

Experience in a K-12 public school in Boston

Experience with Student Information Systems such as SchoolBrains and DeansList.

EXPECTATIONS FOR ALL STAFF

In addition, we require the following from all of our staff:

A passionate commitment to urban education;

Belief that every child can be successful, no matter what their background;

Belief that education and hard work are the keys to life success;

Belief in two messages, simultaneously, in balance: "We love you" and "We have the highest expectations of you – and you can and will meet them";

Belief that the best learning happens through experiences that are both rich and structured;

Belief that problems are hurdles, not roadblocks, and that there is a solution if a student is willing to work harder, smarter, and more creatively;

Belief that teachers must learn and influence social emotional strengths of all children in and out of the classroom;

Desire to continually reflect and grow through professional development, peer feedback, and observation;
Belief in a school community where students, families, teachers and school leaders demonstrate accountability, flexibility, humor, effort, responsibility, respect and hope.

- At least 3 years of relevant experience preferred
- Bachelor degree preferred
- Citizenship, residency OR WORK VISA IN United States required

Contact Information

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