

Parent & Community Engagement Coordinator

Reports to: Director of School Operations

Classification: Full-time, Exempt

Start Date: July, 2017

Location: Seattle, WA

ABOUT GREEN DOT:

Green Dot Public Schools Washington (wa.greendot.org) is dedicated to transforming educational opportunities for students across Washington State as part of a larger solution for educational equity and access for all students. Green Dot Washington is part of the larger Green Dot Public School network (www.greendot.org) which is the leading charter school operator in Los Angeles, one of the largest in the nation, and an important catalyst for education reform. Green Dot's mission is to transform public education so that every student can graduate prepared for college, leadership, and life. We achieve this mission by running a high performing network of 23 secondary schools in academically underserved communities in Washington State, Los Angeles and Memphis. Our academic model is designed to create small, safe, high-performing learning environments that meet individual student needs. Learn more about our work in Los Angeles and Memphis [here](#).

Green Dot Seattle Middle School (SMS), located in Seattle's thriving Rainier Valley is the second school in the Green Dot Washington network and will open its doors to a founding class of 6th grade students in August, 2017. Green Dot's mission is driven by an unwavering belief in the potential of ALL students, eliminating barriers to learning and continuously striving for student success. We believe every student in every community deserves to go to a great school. The Seattle Advisory Team, a group of parents, educators, community members and stakeholders, came together in 2014 to explore the possibility of bringing Green Dot's model to the diverse Southeast Seattle community and is thrilled to welcome the first class of 6th grade students this August.

OPPORTUNITY:

We are seeking mission-driven Parent & Community Engagement Coordinator to join Seattle Middle School's founding team. Our ideal candidate is hard-working, entrepreneurial, and possesses a strong desire to engage families and community partners in the school community. The Parent & community Engagement Coordinator is a vital member of the School Operations Team and will educate and engage parents, families, and community members as well as serve as a liaison between the school and families.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Parent & Community Engagement:

- Create and lead school-wide strategy for dramatically increasing family involvement

- Set parent engagement goals and strategy, including developing a calendar for Parent Academy and other parent events.
- Plan, communicate, and execute at least three engaging programs per semester.
- Attend community events and build relationships with existing and new community partners.
- Develop and facilitate a parent leadership team or parent group to address community-based issues, organize for education reform, etc.
- Recruit parents for the School Advisory Committees and support in the planning and facilitation of the School Advisory Committee meetings.
- Organize parent volunteer initiatives and recruit and support parent volunteers.

Student Enrollment and Lottery:

- Serve as school lead for recruiting new students and executing a successful student recruitment strategy.
- Provide monthly enrollment updates to Home Office and school administrator.
- Build relationships with feeder schools and community organizations.
- Conduct open houses, student tours, and new parent orientations.
- Support School Operations Manager in updating student enrollment database.

Team Engagement:

- Participate in Green Dot and individual professional development programs.

Other:

- Support school-wide supervision duties including lunchroom coverage and front desk coverage, as needed.
- Share in main office duties with the School Operations team.
- Translate spoken and written materials, as needed
- Perform additional duties, as assigned.

QUALIFICATIONS: Bachelor's Degree

- High school diploma or equivalent (required)
- Bachelor's degree from an accredited college or university (strongly preferred)
- Bilingual in Vietnamese or Somali (strongly preferred)
- Fierce commitment to the mission of Green Dot Public Schools
- Experience leading and developing positive working relationships with parents and community organizations.
- Exemplary communication skills (written and oral) and the ability to communicate with a wide range of constituents, including students, parents, teachers, and community-based partner organizations
- Proficient in MS Word, PowerPoint and Outlook; comfortable learning new computer programs
- Ability to relentlessly pursue goals and work through obstacles. A high degree of initiative in resolving problems and implementing solutions independently in a fast-paced environment.
- Ability to maintain a positive, "can-do" attitude at all times.
- Commitment to customer service.
- Ability to complete tasks and projects effectively and on-time.
- Ability to exercise discretion in the dissemination of information

- Growth mindset and love of learning
- A strong ethical base and self-awareness
- Relentless commitment to and high standards for high quality execution
- Passionate with a high level of personal responsibility towards ambitious goals
- Strong sense of integrity, ethics, and drive to achieve and grow
- Humility, sense of humor, and rock-solid commitment to Green Dot's mission and the Southeast Seattle community
- Commitment to building programs from beginning to end
- Ability to multi-task and function in a high-energy environment

Green Dot Public Schools Washington is an Equal Opportunity Employer and strives for a balanced, productive workforce, which is diverse in terms of age, gender, and cultural identity. We do not base hiring or promotional decisions on factors other than performance and professional growth potential. Please note that we are unable to sponsor H-1B Visa applicants.

COMPENSATION:

The salary for this position is \$38,000-42,000 per year, based on experience. In addition, we offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of Seattle students

APPLICATION PROCEDURE:

Please submit an application online application at <https://greendot.wd1.myworkdayjobs.com/WA>

Only applicants chosen for an interview will be contacted and we hire on a rolling basis. The start date for this role is July, 2017.