



An award-winning EL Education School in Washington, DC

Position Available: Family Engagement Coordinator

Capital City Public Charter School is seeking a Family Engagement Coordinator for the 2017-2018 school year to lead Capital City's vision of engaging parents as partners with the school. The innovative leader in this role will design, organize, and manage family engagement programs at our diverse PK-12 school.

The Family Engagement Coordinator reports to the Director of Development and coordinates with other staff members including the Head of School and three campus principals, and with leaders of the school's Parent School Association (PSA). This is a full-time position; hours for the position may vary from week to week due to the need to attend parent meetings that may be scheduled evenings, mornings, or on weekends. The ability to keep a flexible schedule is desired. Given the high percentage of Latino families at Capital City, it is essential that the Parent Outreach Coordinator be bilingual in Spanish and English.

Key areas of responsibility for the position are outlined below. *This is a 12-month position which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.*

In the following areas, the Family Engagement Coordinator will:

Family Engagement Initiatives

- In collaboration with stakeholders, develop programs and activities designed to engage families in improving student achievement and in fostering a better understanding of the academic and social-emotional curricula at Capital City.
- Establish and work closely with a family action team that includes diverse stakeholders from the school community that will develop a vision and plan for family engagement.
- Work with the action team and the school's PSA to develop a calendar of school events that seeks to engage families of all campuses and from diverse backgrounds.
- Coordinate and communicate volunteer opportunities for families; support families in connecting with activities that match their interests and skills.
- Support families in understanding standards and assessments, students' test scores, and the student report cards.
- Collaborate with school staff, community members, partners and families to develop programs and activities geared to reach families who are underrepresented because of social, economic, racial, and/or language barriers.

Home-School Connections

- Provide training and support to teachers in developing strong partnerships with families and in enhancing communications.
- Encourage and support school outreach to families. Create ways for families and teachers to meet face-to-face and to know each other, such as class meetings, breakfasts with the principal, and getting-to-know-you activities for families.
- Interpret as needed at parent/teacher conferences and work with Office Managers to help coordinate and schedule interpreters and ensure interpretation at all meetings and events.
- Work with school counselors to design, implement and manage, a home visit program for at-risk students and families.

School Climate

- Conduct an annual “Welcoming School Walk-Through” with parents and teachers to make sure the school welcomes families and treats them with respect. (Based on Karen Mapp’s *Beyond the Bake Sale*)
- Work with school staff and PSA to use the walk-through results to make improvements.
- Implement and develop protocols and programming so that families feel comfortable spending time in the school and engaging with staff.

Parent Leadership/Empowerment

- Develop and implement effective family involvement strategies and activities to empower students and their families.
- Serve as a liaison for the Parent School Association (PSA).
- Work with the PSA to recruit and support new parent leaders and to ensure that the leadership is reflective of the student body.
- Invite parents to participate on school committees, task forces, and work groups and to more generally be involved with the decision-making of the school. Ensure that parents have the background information and materials necessary to be informed team members.
- Work with the Head of School and the Board of Trustees to recruit potential parent trustees (Board of Trustees must have at least two parent trustees at all times).

Recruitment/New Families

- Develop and implement a student recruitment plan to be approved by school’s leadership.
- Represent the school at recruitment fairs for prospective families; arrange opportunities to spread the word about Capital City in our community.
- With Principals, plan a series of Open Houses for prospective parents—assembling materials, ensuring coffee and refreshments are available, and recruiting parent tour guides; schedule training for parent tour guides; notify staff of Open House dates.
- Ensure prospective families have what they need to make an informed decision. Schedule student shadow days as needed.

- Communicate with new Capital City families so that they know what to expect and are prepared for the transition to Capital City and a strong start to the year.
- Work with PSA and school staff to plan welcoming events for new families including early childhood playgroups and meet and greets.

Communication

- Assist Capital City's Assistant Director of Communications in ensuring website is up to date with information for families and readily accessible.
- Work with the Assistant Director of Communications to produce monthly newsletter for parents.
- Monitor home-school communications and make recommendations as needed to ensure clarity and consistency.
- Keep school staff updated about family involvement activities in the school.
- Communicate regularly with school leadership about parents' and families' ideas and concerns.

Community Engagement and Partnerships

- Work with community partners and families to identify resources for families in the community. Make sure that teachers and counselors have up-to-date referral information on community services.
- Serve as a liaison for district-level initiatives in engaging parents.
- Connect with family engagement leads at other DC schools.
- See resources and partnerships to support and continue to grow Capital City's parent engagement work.

Continuous Improvement/Documentation

- Take advantage of professional development to learn new knowledge and skills.
- Design and implement tools to measure parent satisfaction and engagement and to evaluate the effectiveness of programs such as short event feedback forms, our annual parent survey, and focus groups).
- Develop and manage a system for tracking and acknowledging parent volunteerism as well as recording attendance at parent events.

Candidate Requirements:

- Bachelor's Degree in education or related field
- Bilingual (Spanish and English)
- Minimum of 3 years of related full-time work experience in education, community development and/or organizing, or a related field--direct experience in family or community engagement is strongly preferred.
- Strong track record of developing and executing programs
- Experience working with diverse populations toward a shared goal
- Ability to take initiative, work independently and in a team setting
- Commitment to social justice, equity, and education for all
- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to Pamela Daley, Director of Development, at capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.