



The Mission of Patterson Park Public Charter School (PPPCS) and Clay Hill Public Charter School (CHPCS) is to be a place where students thrive as members of a vibrant and inclusive learning community supported with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is to produce lifelong learners, healthy families, and strong neighborhoods.

PPPCS and CHPCS are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission, and preparing our students for success in a global society. This is a full-time position (12-month) with a general work schedule of Monday – Friday 8:00-4:00 with some evening and/or weekend hours.

### **POSITION SUMMARY**

The Family Engagement Coordinator is responsible for directly supporting and engaging families at Patterson Park Public Charter School. The Family Engagement Coordinator plays a vital role in supporting critical elements of the Community School Initiative – including family support, attendance and recruitment.

### **RESPONSIBILITIES:**

#### **Family Support and Engagement**

- o Collaborate with Community School Coordinator to identify family needs and community resources. Evaluate and determine best methods for addressing needs through proactive conversations and engagement with parents/caregivers, volunteers, and team members. Outreach to families in various methods.
- o Plan and execute family events, in collaboration with the Director of Community School Partnership and Programs
- o Support parent/caregiver leadership, providing support to parent groups and leaders
- o Serve as a member of the Marketing Team, create and coordinate regular communications for families
- o Recruit, support and recognize volunteers, manage volunteer data
- o Support Uniform Program (manage assistance, inventory, bi-annual sales and orders)
- o Serve as a member of the Wholeness Team and Crisis Team

- o Support other Community School programs (as needed)
- o Conduct home visits to families (as needed)

### **Interpretation and Translation**

- o Facilitate communication between the families and school, including interpretation and translation
- o Coordinate communication and interpretation for Parent –Teacher conferences

### **Attendance**

- o Support PPPCS with attendance goals and objectives, serving as a member of the Attendance Team
- o Support data, reporting, and record keeping, as well as incentives, for attendance.
- o Reach out to and coordinate out-reach to families of students with attendance concerns

### **Recruitment**

- o Support new student recruitment process including recruitment strategies such as: planning Open House and Visiting Days, visiting early education settings for recruitment and transition, and collaborate with PK/K Team in planning PK/K Picnic
- o Help onboard new families to PPPCS values and policies

### **Perform additional duties and tasks as needed.**

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- 1-3 years of experience recruiting or managing staff and/or volunteers. Experience working in education, or a non-profit organization is preferred
- Exceptional relationship building skills. Demonstrated ability to influence and motivate others.
- Experience planning and coordinating events
- Exceptional organizational and prioritization skills. Demonstrated ability to successfully manage tasks and projects with competing priorities and demands
- Professional presentation and demeanor
- Sound judgement and ability to make decisions in accordance with school policies, procedures, and guidelines

- Strong interpersonal and relationship building skills
- Excellent verbal and written communication skills. Ability to adjust communication style and delivery based on the individual or audience
- Strong work ethic and attention to detail. High level of dedication and commitment to excellence
- Excellent service orientation. Ability to work and interact effectively with a diverse population and at all levels within the organization
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests
- Ability to work effectively with limited supervision and direction
- Flexibility to work evening or non-standard work hours as needed
- Bilingual skills: Proficiency in speaking and writing in English and Spanish is required.

#### **EDUCATION REQUIRED**

- Bachelor's degree in related field OR equivalent experience working in a family engagement, family liaison and support position, or similar role

#### **TECHNICAL SKILLS REQUIRED**

- Proficiency with Google Suite or Microsoft Office Suite. Must be proficient in Word, Power Point, Publisher, and Outlook
- Basic data entry or data management skills

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 30 pounds. The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice. The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

**COMPENSATION & BENEFITS**

Patterson Park Public Charter School, Inc. offers a competitive benefits package, generous paid-time-off, and tuition reimbursement to full-time employees. The target range for this position is \$42,500-46,250.

**WORK LOCATION:**

27 N. Lakewood Avenue

Baltimore, Maryland 21224

**TO APPLY:**

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality, and combating biases. We place a special importance on recruiting, hiring, and retaining staff that shares similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces.

To apply for this position please complete email your resume to Dr. Liz Obara, [LObara@pppcs.org](mailto:LObara@pppcs.org)

**EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE:**

Patterson Park Public Charter School, Inc. does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.