



Family Support Coordinator

The mission of Citizens of the World Charter School -- Hollywood (CWC) is to provide a socio-economically, culturally and racially diverse community of students in the heart of Los Angeles with an intellectually challenging, experiential learning environment that develops each individual student's confidence, potential, and individual responsibility as citizens of the world in which we live. Citizens of the World embraces the core principles of constructivism and project-based learning with a focus on incorporating students' multiple intelligences and cultivating their social-emotional and civic development as well. In our second year, we will have grades K-2 with 189 students total and 20 kids per individual class. We will be expanding annually until we ultimately serve 660 students in K-8.

CWC is seeking a Family Support Coordinator (FSC) for our second year of operation. We are looking for someone who is passionate about diversity while ensuring that all students are performing at high levels and all parents are meaningfully engaged in our school community. The FSC needs to be someone who is invigorated by a relatively new school environment and being a part of a mixed socio-economic, multicultural and multi-lingual work setting. Working in partnership with the CWC administrative team, the Family Support Coordinator is responsible for recruiting and supporting a diverse school community. Additionally, the Family Support Coordinator is an integral part of supporting the overall academic achievement of our student body, making sure that students not performing at grade level are given the necessary interventions to help them succeed within our school model. The FSC will work with school leaders, teachers, and family members to do what is necessary for every student to experience success at our school.

The FSC will serve as an additional liaison between families and teachers, school leaders and the community. He/she will help to develop Family Council meetings (approximately once every 6 weeks) while sitting on the Principal's Council as well (meetings once per month). The FSC will facilitate, track and monitor parent volunteerism, working to ensure all families have appropriate resources, information, and means to participate at CWC. The FSC will also work with the Executive Director and Principal to form community partnerships with appropriate agencies to provide services to our students and families and to generally do outreach for our school.

Responsibilities will include:

- Increasing family engagement school-wide, ensuring that all members of the community, irrespective of socio-economic level, racial or linguistic background, are participating at high levels
- Conducting outreach to help ensure for a diverse school community
- Helping to onboard new families, with special attention to linguistic and literacy barriers that might impede home/school communication.
- Developing, implementing and monitoring programs related to student achievement and school culture
- Utilizing multiple sources of student achievement data to partner with teachers to develop intervention plans for struggling students
- Help support peacemaking and positive-discipline school culture
- Work with Principal and Family Council Co-Chairs to develop Family Council meetings, while occasionally helping to facilitate parts of such meetings (held in the evenings every 6 weeks approximately)
- Participate in SST/IEP Meetings while also helping to manage school's special education documentation and compliance.
- Coordination of the ordering, administering and reporting related to standardized testing (STAR, CELDT tests)
- Responsibility for other compliance reporting (training provided)
- Track parent volunteer hours
- Ensure that print materials and all other school communications are linguistically accessible to all families (especially in Spanish)
- Help organize parent gatherings and special events at school
- Develop culture building activities

Other duties as assigned by Principal and Executive Director

Qualifications/Job Specifications:

- Minimum of an AA degree or two years of college, B.A. or MA preferred;
- Minimum of two years experience in a similar position working with a diverse population and at-risk/special needs students;
- Bilingual in Spanish.
- Excellent communication skills; highly organized and efficient; and able to multi-task;
- Demonstrated ability to develop and maintain positive, productive relationships with all school community stakeholders.
- Demonstrated ability to work with students and to motivate and engage them in a positive way.
- Demonstrated ability to work effectively with staff and parents in addressing behavior issues.
- Demonstrated leadership and project management skills needed to facilitate a group or project.

- Participate in extensive professional development activities, both internal (led by the Principal, lead teachers and visiting lecturers) and external (visiting similar schools, attending conferences, etc.).
- Maintain frequent communication with students, students' families, colleagues, and other school stakeholders.
- Excellent interpersonal skills as well as a desire to collaborate with various different stakeholders to help develop a whole-school community in its early years;
- Maturity, humility, strong work ethic, sense of humor, and can-do attitude.

The Family Support Coordinator role is 29 hrs/week, with compensation of \$20/hr. We are an Equal Opportunity Employer and seek diversity within our staff.

Interested applicants should email or fax the following materials:

- 1. Resume**
- 2. Cover letter highlighting your relevant experience**

For more information about our school, visit www.citizensoftheworld.org

Send application materials to info@citizensoftheworld.org.
No phone calls please.