

**Family & Community Engagement Manager
Ashé Preparatory Academy
Public Charter School**

Reports to: Principal/DOO

Classification:

Part-time (Jan '19 - July '19) changing to

Full-time (beginning Aug '19)

Start Date: January 1, 2019

Location: Seattle, WA



Ashé
Preparatory Academy

ABOUT ASHÉ PREPARATORY ACADEMY

Ashé' Preparatory Academy (Ashé Prep) will serve 450 K-8 students from the greater Skyway community – beginning with grades K, 1, 2, and 6 in 2019. Ashé (ah-SHAY) is a philosophical concept from the Yoruba of Nigeria, West Africa that affirms the power to make things happen and produce change. Ashé Prep will make things happen and produce change by addressing the unmet educational needs of Skyway/West Hill students. Ashé Prep students will be change-makers in their community.

Our Mission:

Ashé Preparatory Academy's mission is to **cultivate the genius** of a diverse population of students and prepare them to excel in high school, college, and career and to serve as **leaders in and for their communities**.

Our Vision:

Ashé' Preparatory Academy's vision is that all students and graduates know how to take **action to improve their communities and their world**.

Our Values:

Ashé Prep's school culture is based on the **seven principles of Kwanzaa, the Nguzo Saba** – unity, self-determination, collective work/ responsibility, cooperative economics, purpose, creativity, and faith/conviction. These values undergird everything from student classroom participation to board decision-making.

OPPORTUNITY

The Family & Community Engagement Manager (FCEM) supports the school and organization-wide leadership team by acting as a liaison to the school's parents, caregivers and community. The Family & Community Engagement Manager's primary task is to ensure that Ashé Prep is fully enrolled, and all aspects related to enrollment (recruitment, marketing, admission, etc.) are running smoothly for both the school and the families. The FCEM is a "people" person who is also attentive to details and process. They are a resource for the community, providing information about the school and support with managing processes related to the school.

The FCEM will also support the school leadership in promoting charter sector awareness and will be interacting with charter sector stakeholders as a representative of Ashé Prep. Like all staff at Ashé Prep, the FCEM works to build a positive culture among staff, students, families, and community members.

ESSENTIAL DUTIES & RESPONSIBILITIES

Family & Community Engagement Manager responsibilities include, but are not limited to, the following:

- **Student and Family Engagement:**
 - Co-lead external affairs, including deep engagement in local community
 - Engage prospective parents and lead school tours
 - Assist principal with recruitment of new students: advertise recruitment events; set up recruitment events; enroll new students
 - Manage enrollment paperwork collection and processing
- **Attendance:**
 - Oversee weekly and monthly attendance procedures
 - Oversee reporting requirements
 - Manage attendance tracking for annual audit
- **Office Administration:**
 - Manage website, social media, and marketing updates
 - Manage intake and ongoing maintenance of student cumulative folders, including processing record requests for entering/exiting students

QUALIFICATIONS/SKILLS

- Humility, sense of humor, and rock-solid commitment to Ashé Prep's mission and the communities we serve.
- Education Required: Bachelor's degree from an accredited college or university
- Experience Preferred:
 - Work with families and/or young children
 - Work with or in community-based organizations
 - Work with data (collection, analysis, application to decision making)
 - Development of presentation materials
 - Planning events
 - Social media strategy and use
- Pass reference and required background/criminal checks
- A demonstrated passion for improving K-12 public education; prior experience working with underserved communities, families and/or students preferred.
- Positive attitude and strong work ethic with an entrepreneurial spirit; willingness to do whatever it takes to meet goals and get the job done.
- Co-lead external affairs, including deep engagement in local community
- Commitment the mission, vision, and values
- Fundamental belief all children can succeed
- Use diversity, equity and inclusion practices to help guide school culture and community engagement
- Strong time and project management skills
- Excellent listening skills with a keen ability to empathize and understand divergent viewpoints
- Demonstrate a growth mindset; able to give and receive honest, actionable, and timely feedback
- Demonstrate empathy and ability to apply understanding of audience to deliver services
- Ability to create and cultivate authentic relationships

- Evidence of strong execution, self-directed, and takes initiative
- Deep commitment to continuous improvement
- Ability to manage multiple projects simultaneously, including managing independently; prioritize based on importance and urgency, while demonstrating flexibility and adaptability
- Effectively communicates verbally and in writing
- Self-starter who takes initiative to solve problems
- Strong group facilitation skills
- Strong knowledge of Google Apps (Drive, Docs and Spreadsheets); proficiency with Microsoft Word, Powerpoint, Excel

Ashé Preparatory Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

COMPENSATION

Salary for this position is competitive and commensurate with experience. \$60,000 - \$65,000 (full-time). We also offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of students in Skyway, Renton, and Seattle.

APPLICATION PROCEDURE

Please submit an application by email to mharrison@asheprep.org by November 15, 2018. The application should include a resume, cover letter, and contact information for three (3) professional reference.