



POSITION ANNOUNCEMENT: **Student & Family Engagement Coordinator-Northeast Region**

About CSS

Center for Supportive Schools (CSS) is an anti-racist, fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment. We are committed to antiracism. Our vision for students will not be realized absent the dismantling of systemic racism that permeates schools and society. Schools are not safe, supportive, engaging, and inspiring unless they address all areas of marginalization and eradicate all the many interconnected forms of oppression. CSS's focus on antiracism results from the outsized role that racism has played in shaping the United States and its institutions, from the fact that racism intersects with all other forms of oppression and given that which we learn and develop—tools, frameworks, resources—in dismantling racism can be leveraged to abolish all other forms of oppression.

Founded in 1979, we are a national organization currently impacting 65,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating.

For more information, please visit www.supportiveschools.org. For more information about CSS's commitment to antiracism, please visit www.supportiveschools.org/antiracism-resources.

About Community Schools

Community Schools offer a holistic approach toward improving academic performance driven by strong, collaborative partnerships among principals, parents, teachers, and CBOs. In Community Schools, parents are real and active partners in their children's education. Each student is connected to a mentor, club, or social service. The school climate is joyful and positive. Community members spend time at the school, participating in activities ranging from athletics and yoga to financial and parenting workshops. Extended afterschool or weekend classes are commonplace. An integral part of this approach is the blending of school- and community-based services into the school day, such as health, mental health, counseling, and academic enrichment.

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Every school...safe, supportive, engaging, and inspiring.

The Community Schools in New York City will use key strategies to help students achieve success:

- Meaningful family involvement in decision making around student needs
- Meaningful interactions with community-based services and programs
- Maximization of academic programming, college and career preparation, and extended weekend and afterschool programming
- Robust data monitoring and attendance taking practices

The Role

As the full-time *Student & Family Engagement Coordinator*, you will be responsible for the day-to-day management of the community school's student engagement strategy, including building and maintaining relationships with administration, faculty, staff, and students during the traditional school; creating, strengthening, and maintaining the bridge between the school and the community in the efforts of promoting student success; and facilitating and providing leadership for the collaborative process and development of a continuum of services for student success in academics, attendance, and social-emotional development.

Initially, you will support the establishment and implementation of a community school strategy under the direction of the Community Schools Director. Over time, you may support any or all of CSS's leadership solutions that may be implemented at the school. You will ensure that the student engagement and development strategy is implemented at exceptional levels of quality with full support, buy-in, and regular communication with stakeholders across the school community.

Key Job Responsibilities

- Build and maintain relationships with administration, faculty, staff, students, families, and community partners in the school community to promote student success
- Conduct a needs and strengths assessment process, including: reviewing school and student-level data; conducting focus groups with families, students, faculty, staff, administrators, and community partners; and reviewing and/or conducting school climate and culture survey
- Meet with identified students during assigned times of the school to support students' attendance and academic performance
- Develop and implement ongoing mechanisms to illicit input from teachers, school staff, Community School Team members, families, and students to determine ongoing needs to promote students success
- Coordinate, plan, and facilitate on-site technical assistance meetings with faculty and staff to plan for specific program implementations, problem-solve implementation obstacles, and ensure program sustainability
- Assist in the implementation and maintenance of processes that encourage referrals to programs and services offered at the school; provides timely feedback to those who make referrals; and alert the Attendance/Student Success Teams to the need for programs not already offered
- Identify needs of chronically absent students, assist in the application of interventions, and track and monitor impact of interventions on weekly basis, as part of weekly Attendance/Student Success meetings
- Collect and monitor program implementation data and student data for each partnership and initiative implemented, and assist in the development of a "dashboard" views that allow easy data analysis and interaction by the Student Success Team, Community School Team (CST) and other school stakeholders
- Other responsibilities, as needed

Qualifications and Experience

Education: Bachelor's degree OR you have a High School Diploma and at least 5 years of experience in schools

Professional Experiences and Personal Qualities/Skills: You likely have demonstrated extensive knowledge of and experience working in New York City public schools; exceptional abilities to problem solve, plan, and prioritize; and a “roll-up-your-sleeves” entrepreneurial, startup attitude. You likely have extensive knowledge of and experience working in education reform and student support services; proven ability to work in a fast-paced environment managing multiple projects; and demonstrated high level interpersonal and cross-cultural skills, including the ability to build relationships internally and externally and to manage effective teams.

In addition, you have likely had the following experiences and have demonstrated the following attributes:

- Multi-lingual skills preferred but not required; specific interest in Spanish, French, Arabic, Bengali
- Excellent listening, writing, and speaking skills
- Highly effective time-management, goal-setting, problem-solving, and decision-making skills
- Ability to gather, analyze, synthesize, and communicate information from various sources
- Strong public speaking and group facilitation skills
- Knowledgeable in issues related to K-12 schools and adult education
- Knowledgeable in student support services
- Ability to obtain and utilize student and school data to drive decisions
- Demonstrated ability to work independently and collaboratively
- Ability to use discretion and judgment in handling confidential and sensitive information
- Knowledge of and an enthusiastic commitment to the organization's mission, solutions, and offerings
- Ability to work effectively with school-aged youth, educators, families, and communities from a wide range of cultural, social, and economic backgrounds.
- Experience working in school-based settings, with knowledge about tenets of community organizing, student support services, and youth development theories
- Ability to work collaboratively, with strong relationship-building skills
- DOE fingerprinting and background clearances
- Program implementation experience preferred
- Knowledgeable in technology
- Remarkable references

COVID-19 Vaccination & Testing

CSS requires all school-facing staff members to be fully vaccinated against the COVID-19 virus. As of the time of this position announcement posting, fully vaccinated means receiving two vaccination doses of either the Pfizer vaccine or the Moderna vaccine, or one dose of the Johnson & Johnson vaccine. Non-school facing staff members who are not vaccinated because of a CSS-approved medical or religious accommodation must submit a copy of a COVID-19 test result 48-72 hours in advance of any CSS-related in-person interaction (this includes in-person interaction with other staff, in-person training events, office visits, business meetings, and/or school visits).

Location

CSS is looking to hire a *Student & Family Engagement Coordinator* for anticipated openings across the five boroughs. Occasional travel to CSS's Manhattan office is expected.

Compensation and Benefits

The anticipated starting date for this position is rolling. The salary range for this position is \$51,500 - \$64,400. CSS offers the following benefits:

- Comprehensive and competitive benefits plan, including health, dental, vision, flexible spending accounts, health reimbursement accounts, commuter and transit accounts for employees who meet the eligibility requirements
- 403(b) plan with employer match
- Generous paid time off
- Paid holidays and winter break
- Flexible work option based on job role eligibility
- Employee Assistance Program
- Reduced schedule on Fridays during summer months
- Phone stipend

To Apply

Interested applicants are requested to apply immediately by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. Black, Indigenous, and other People of Color (BIPOC) are strongly encouraged to apply. NYC Department of Education fingerprinting and background clearances will be required, as well as proof of COVID-19 vaccination from a WHO approved vaccine (two doses of Pfizer, two doses of Moderna, or one dose of Johnson & Johnson.)

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.