

Position Announcement:
COMMUNITY SCHOOL COORDINATOR

ACE Leadership High School

ACE Leadership High School is an Albuquerque public charter school that connects a renewed vision of learning with New Mexico industry. ACE Leadership High School is where education meets the real world. Our team approaches high school differently. We invest in every aspect of our students' lives to prepare them with the tools, support, and connections they need to thrive. We focus on practical projects instead of tests and partner with leaders in New Mexico's ACE industries to get everyone learning on their feet rather than cramped behind a desk. We all know the world of work is changing, and education should too. That's why we're building a better future together.

Position Description

The Community School Coordinator is a new position responsible for leadership, oversight and implementation of our new Community School initiative. Under the supervision of the Director of Community Engagement and with support from the Community Engagement Team, the Community Schools Coordinator will work collaboratively with ACE's Community School Council and all other stakeholders to successfully implement the Vision and Mission of ACE's Community School. We are looking for an authentic, dynamic, flexible and outgoing leader and learner who will demonstrate commitment to building reciprocal relationships while facilitating the development, implementation and management of community school activities, events, programs and services.

Primary responsibilities of the position include:

- Provide vision and leadership for launching the new Community School initiative.
- Coordinate the implementation of a menu of data informed, high-quality programs and services in adherence with the community school framework, including but limited to:
 - expanded learning and enrichment opportunities
 - integrated students supports (health and basic needs)
 - active family and community engagement (leadership, adult education, workforce development, family programming)
 - direct material assistance and interventions targeted at at-risk and chronically absent students.
- Assist in identifying and recruiting community organizations, social services agencies, businesses, and individuals who might contribute to the development of ACE's community school.
- Contact, interview, and recruit potential community school partners, parents and other citizens to actively participate and work cooperatively with ACE's community school.
- Provide leadership and coordination of schoolwide extended learning including summer enrichment.
- Recruit, support and supervise contract staff providing programs and activities.
- Lead, organize, recruit and communicate with ACE Community School Council.
- Develop agendas and facilitate the school's Community School Council meetings and ongoing operations.

- Ensure the implementation of the Community School Council's decisions and ongoing business.
- Collaborate with the Director of Community Engagement and Executive Director to advise on how to integrate partners and community members into school governance structures.
- Collaborate with Achievement Coach and social workers to identify and coordinate connecting students and families with outside services and providers.
- Ensure the alignment and integration of all programming with the school's vision, school goals.
- Lead the research/evaluation of the community school by coordinating the collection of data, timely submission of reports and responses as required for information
- Gather data of needs and interests to facilitate gap analysis of existing programs/services.
- Attend grant required activities and meetings.
- Participate in capacity-building activities including site and community-based training, network meetings and study visits.
- Collaborate with other Community School Coordinators to grow professionally as well as coordinate cross-school programs and services and improve collective impact.
- Transport students in school vehicle as needed

Community Engagement Center

- Collaborate with CEC staff to support student recruitment efforts.
- Support marketing efforts in relation to student recruitment, Industry engagement and event planning.
- Collaborate and support CEC staff in planning and ensuring the success of ACE Community Events.

School Operations

- Attend and actively participate in staff meetings and professional development.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned

Minimum Qualifications:

- Bachelor's degree in education, business, social work, or related field
 - **OR** additional years of work experience can be substituted for an educational degree.
- Three years experience working with opportunity youth and/or working in a school/nonprofit.
- Excellent organizational, communication and presentation skills
- Ability to pass a background check
- Clean driving record free of speeding, reckless driving, or DUI

Preferred Qualifications:

- Experience working in a school
- Leadership and program development experience
- Experience with developing and coordinating community schools
- Experience with grant writing and reporting, especially gathering and organizing data
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Strong understanding and relationships with Albuquerque ACE Industries, community organizations and nonprofits
- Knowledge of word processing, database and spreadsheet software
- Bilingual Spanish and/or American Sign Language

Salary: \$48,000 + depending on experience

Term: .Full Time, Flexible hours including evenings and weekends

Start Date: July 18, 2022

How to Apply: For consideration, applicants must submit the following materials directly to justin@aceleadership.org:

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current license(s) if applicable

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.