



Role: Scholar Life Coordinator

Organization: Collegiate Charter High School of Los Angeles

Start date: July 1, 2019

About the Organization

Collegiate Charter High School of Los Angeles is a public nonprofit high expectations college preparatory school in East Los Angeles serving grades nine through twelve. We believe that **all** children, regardless of race, socioeconomic class, country of origin, or disability can achieve at high levels when they have access to high quality K-12 education. Collegiate's small school model features a rigorous academic program, an extended day and year, individualized interventions and supports to meet all scholars' needs, and intensive college advising to ensure that 100% of our scholars attend and graduate from the four-year colleges of their choice.

Collegiate opened in August 2015 with 9th grade, now serves 170 scholars in grades nine through twelve, and is growing to eventually serve 400 scholars. We will graduate our founding class in the spring of 2019. Ninety-three percent of our scholars are eligible for free or reduced-price lunch; 86% will be the first of first in their families to graduate from four-year colleges. Tuition-free and open to all, Collegiate serves any scholar ready to commit to the hard work of climbing the mountain to college graduation. The key ingredient of our success? Our talented team of educators – all of whom embrace growth mindsets, resilience and commitment – are instrumental in the educational excellence we collectively promise and deliver for our scholars and our mission.

About this Role

Collegiate is currently seeking a Scholar Life Coordinator. This is a new role with the school for the 2019-2020 school year. Reporting to the Director of School Operations, the Scholar Life Coordinator will develop and operationalize a vision for the school's extra-curricular and enrichment programs. These include the school's competitive sports programs, visual and performing arts programming, scholar clubs, trips, dances, special events, and summer programs. This is an excellent opportunity for a highly organized and charismatic professional educator with previous teaching experience who wants to develop their leadership capacity outside the classroom and positively impact the school's culture and scholar outcomes by designing and setting in motion the development of a world class Scholar Life program for the school.

Roles & Responsibilities

Responsibilities of the Scholar Life Coordinator include but are not limited to:

Actively Build Organizational Culture

Support the school's vision for positive and powerful organizational culture – among team members, scholars,

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and families alike. Work to create a positive, achievement-oriented, and structured learning environment that excites and invests scholars, motivating scholars to realize high academic and behavioral standards at all times:

- Build community by investing families in scholars' academic success and development of strong character and leadership traits.
- Develop joyful, structured, safe and positive school culture by holding all scholars accountable and implementing the school's code of conduct and positive behavior support system (merit system) during classes, transitions, meals, trips, and school events.
- Build strong and authentic family-school relationships by exemplifying Collegiate's core values in all interactions with scholars, families, and team members.
- Foster and protect consistently safe, positive and joyful culture by implementing with fidelity all shared systems at Collegiate (attendance policy, homework policy, merit system, uniform policy, etc.).
- Fiercely protect the school's organizational culture by "owning it": give feedback generously, bravely and reliably any time you notice a team member breaking a team-wide norm or struggling to implement a system or scholar expectation faithfully.
- Own your choices and outcomes: Communicate openly and often with the team about areas in which you are working to drive operational improvements for the school, seek out frequent feedback and input; take ownership of all aspects of process and product.

Build & Operationalize Vision for Enrichment

Design and lead the execution of a comprehensive plan for building the school's enrichment offerings for athletics, visual and performing arts, scholar clubs, and special events and trips:

- Serve as school's de factor athletics coordinator by building a calendar of tournament schedules for a growing number of interscholastically competitive sports teams.
- Develop afterschool programs in visual and performing arts.
- Manage the school's burgeoning scholar clubs offerings.
- Coach/directly manage all sports coaches and arts teachers.
- Lead operations and logistics support for all enrichment programming.
- Manage the enrichment budget.

Vision & Build Summer Programs Offerings & Matching Process

Build a program for matching 75%+ of school's scholars each year with a high quality summer program, internship and/or job; ensure 100% of matched scholars matriculate to and complete their programs:

- Develop strategic partnerships with local and national program placements and negotiate financial aid agreements for placed scholars.
- Develop a summer programs and internships program catalog.
- Design, advertise and manage the scholar selection and matching process for program matching.
- Oversee the program application process and ensure that 100% of scholars participating in the matching process are placed.

Manage School-wide J-factor Calendar

Work closely with the school's leadership team and grade level chair-people to design and oversee

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implementation of a robust and exciting year-long calendar of earned and unearned, expected and unexpected events, trips, and incentives:

- Lead the beginning-of-year calendar-planning process for the j-factor matrix.
- Task-master the calendar each week and month to ensure full and high quality execution of events and incentives.
- Gather scholar and team member feedback on events and incentives to refined and improve offerings for future year.
- Manage school's j-factor budget.

Serve as Student Government (SG) Faculty Advisor

Serve as the faculty advisor for Student Government and support scholar leadership in the school in building and operationalizing a clear vision and calendar for scholar leadership and scholar life:

- Run the annual SG elections each September.
- Support the SG in developing a detailed year-long calendar of earned trips and events.
- Support scholars in the safe management of all SG event logistics.
- Support the SG in managing their account.

Vision & Lead Senior Activities Schedule

Create and lead implementation for the senior activities calendar including but not limited to:

- Senior Family Breakfast (August)
- Senior Beach Day (May)
- Prom (May)
- Senior College Signing Day (May)
- Graduation (June)

What We Look for: Mission Fit, Mindsets & Grit

Successful candidates for any role with the school's team will evidence the following traits and track record:

- Demonstrated commitment to our organization's mission and values
- Fundamental and unwavering belief that all children can learn and that they deserve nothing short of excellence in their education
- Demonstrated belief and investment in the school's educational model
- Extremely high standards for scholar achievement and behavior
- Resilience – a track record of working hard to overcome hurdles and stay committed
- A whatever-it-takes approach to your professional development, work, and goals
- Demonstrated ability to collaborate effectively as a member of a close-knit high-performing team
- Humility and a burning desire for constant learning and improvement in your own practice
- Capacity to receive, digest and implement feedback with grace and agility
- High levels of honesty and integrity and the capacity to model this explicitly for others at all times
- High level of personal organization, planning, and follow-through

- An exceptionally strong work ethic, sense of humor, relentless optimism, and a “roll-up-my-sleeves” attitude
- Excellent written and oral communication skills, especially with scholars, teammates and parents
- The adaptability, creativity and patience to successfully navigate school start-up work
- Bravery, generosity, and reliability when it comes to giving your teammates candid, constructive feedback on their work and performance in the spirit of continuous improvement and adult learning

Qualifications for This Role

Successful candidates for the Scholar Life Coordinator role for the 2019-2020 school year will bring the following required and preferred experience, skills and qualifications:

Required

- Bachelor’s degree from a competitive 4-year college or university
- At minimum two years of school-based experience in a high-expectations school required
- Willingness to work autonomously, collaboratively, and/or under the direction of senior leadership, as needed
- A competitive spirit and an unflappable desire to transform our school into the standard bearer when it comes to scholar extra-curricular opportunities and enrichment programming
- Acute attention to detail coupled with the ability to think and act strategically
- Flexibility and ability to multi-task; capacity to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems

Preferred

- A track record of driving measurable growth in scholar achievement through classroom teaching
- Excellent written and oral Spanish language skills

Compensation

This is a 12-month position. Salary for this position is competitive and commensurate with experience ranging from \$55,000 to \$75,000. Collegiate offers a comprehensive benefits package.

Collegiate offers a generous benefits package that includes: full or partial coverage of health, dental and vision plans; life insurance; a 403b retirement plan with employer match; over 40 paid holiday and vacation days; and up to 12 days of paid time off.

To Apply

To be considered for this role, please email your resume (one-to-two pages) and a formal cover letter to Executive Director Vanessa Jackson: vanessajackson@collegiatecharterhighschool.org.