



## FAMILY ENGAGEMENT COORDINATOR

**SUMMARY:** Rainier Prep is seeking an exceptional Family Engagement Coordinator who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who has proven ability to successfully communicate with diverse stakeholders, multi-task multiple high priority projects simultaneously, and execute comprehensive systems, policies, and procedures. This person will thrive in a demanding and team-oriented culture. The Family Engagement Coordinator reports to the Director of Operations.

Rainier Prep is a 5<sup>th</sup> – 8<sup>th</sup> grade middle school in the Highline area focused on college prep for all students. We are committed to preparing all students to excel at four-year colleges and to serve as leaders in their communities. Approved as one of Washington State's first charter schools and modeled after some of the highest performing schools around the country, Rainier Prep opened its doors in the fall of 2015. Rainier Prep's outstanding faculty and staff are working to transform the expected educational outcomes for low income students, students of color and immigrant students, committing to college and career readiness for each of our scholars.

**MAJOR RESPONSIBILITIES:** Create a positive, professional, safe, and welcoming school environment for students and families. Execute daily school operations, business functions, and external relationships that allow faculty and staff to focus on teaching and learning. Support and manage the recruitment efforts and track student and school-wide culture data.

### Relationship Management

- Develop, and maintain trusting relationships with students, families, staff, vendors, and community partners
- Serve as first point of contact, representing Rainier Prep by answering phones, greeting visitors, and handling a wide variety of family and student questions and concerns in a professional manner
- Serve as staff advisor to the Rainier Prep Advisory Board
- Cultivate relationships with community based organizations
- Maintain positive relationships with vendors, including custodians, school food provider, bus company, and other external partners and community members

### Student and Family Resources

- Support in the collection, and ongoing maintenance of all student records and files,



using various tools such as Excel, Google, and Illuminate (our Student Information System)

- Provide and/or coordinate interpretation and translation for families, teachers, staff, and all school events
- Track student and school-wide data, including student attendance, behavior, and other achievements/infractions that support the teacher, staff, and families in meeting school culture goals
- Understand FERPA and HIPPA regulations and maintain confidentiality in student records and affairs.

#### **Student Recruitment:**

- Support all aspects of student recruitment and enrollment, including ongoing enrollment policies, the lottery, applications, phone-banking, enrollment forms, and enrollment events
- Manages systems for student recruitment and enrollment

#### **Deliver Excellent Results:**

- Students, families, staff, and community partners have a positive experience with Rainier Prep
- Meaningful memories are created with students, families, staff, and community partners which leads to lasting bonds
- Student enrollment is kept at 81 students per grade
- Attendance, behavior, culture, and student records are accurately tracked and reported
- School culture goals are met and staff receives support needed for school culture

#### **MINIMUM QUALIFICATIONS:**

- Fluent in Somali
- Experience leading projects or programs in a diverse community resulting in effective outreach and meeting/exceeding goals
- Excellent relationship building and communication skills with adults and students from diverse backgrounds
- Growth mindset and belief that all children can go to college
- Detail-oriented team player willing to roll up their sleeves to get the job done
- Ability to multitask in a fast-paced, dynamic environment
- Ability to work independently and as a team member
- Excellent writing, communication, and presentation skills
- Experience working with diverse students and families, and a commitment for advocating for all children
- Strong technology skills, ability to adapt quickly and learn new technology, and proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Suite

**PREFERRED QUALIFICATIONS:**

- A Bachelor's Degree
- Experience in a school or similar youth non-profit

**HOURS:**

- 20 hours per week

**SALARY:**

Hourly rate commensurate with qualifications and experience.

**Start Date:**

As soon as possible

**HIRING PROCESS:**

Go to [www.rainierprep.org/careers](http://www.rainierprep.org/careers) and click "apply here" to begin the application process. Then email a cover letter and resume to [apply@rainierprep.org](mailto:apply@rainierprep.org). Rainier Prep will invite select candidates for interviews. The selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc.

**ABOUT RAINIER PREP:**

Rainier Prep is a rigorous college preparatory public 5<sup>th</sup> – 8<sup>th</sup> grade school located in Highline, WA. Committed to transforming the future one child at a time, Rainier Prep believes in the inherent capacity of ALL students to succeed in a college prep environment when provided with the right support. Rainier Prep is committed to achieving radically different outcomes for traditionally underrepresented low income and minority populations, and focused on identifying and serving those students who will be the first in their families to attend and graduate from college.

***Equal Employment Opportunity Commitment***

*Rainier Prep is an equal opportunity employer and thus affords equal employment and advancement opportunity to qualified individuals without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or pregnancy, or the use of a trained dog guide or service animal by a person with a disability. Rainier Prep programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.*