



Glen Canyon Outdoor Academy
P.O. Box 4929
19 Poplar St.
Page, AZ 86040
info@gcoacademy.com

JOB DESCRIPTION – FAMILY DIRECTOR

POSITION: Family Director

LOCATION: Page, AZ

REPORTS TO: School Director

Expected hours per week: 20-30 per week, hours will vary depending on current needs of the school. GCOA will guarantee a minimum of 20 hours per week. Some evening and weekend hours may be required. Potential growth to full time position in January of 2022.

SCHOOL MISSION STATEMENT:

GCOA is committed to providing an active student-centered environment through outdoor expeditionary learning, collaborative teachers, and family and community engagement that will develop inquisitive explorers, cultivate creative thinkers and empower resilient learners.

ORGANIZATION OVERVIEW

Glen Canyon Outdoor Academy (GCOA) is an accredited Charter School opening in the fall of 2022, serving the community of Page, Arizona and surrounding Navajo Nation Reservation communities. Page has a population of nearly 8,000 and is the largest town within a 130 mile radius. A benefit of being located in the center of the Grand Circle atop the majestic Colorado Plateau, Page is surrounded by stunning geology and tribal and public lands. The development of GCOA came from citizens of Page seeking to utilize the amazing natural resources that surround our area, capitalize on the rich culture of our people, and the desire to offer a unique and engaging learning model to our students.

POSITION DESCRIPTION

GCOA is looking for a Family Director who will be responsible for development of a comprehensive strategy and implementation of all family and community recruitment, enrollment and engagement initiatives within and on behalf of the school.

The Family Director will lead the recruitment and enrollment process. He/She will work closely with the School Director, GCOA staff and additional stakeholders to develop a comprehensive recruitment and enrollment strategy that engages families face-to-face and virtually. They will use all means of interaction: face-to-face, virtual, social media, etc. to help families understand our school model and enrollment process. They will work closely with families to obtain necessary enrollment documentation. As part of the recruitment and enrollment process, the Family Director will engage a diverse population that is representative of our area.

Throughout the school year, the Family Director will continue to engage with families, assisting them in understanding our school model and encouraging parent and family engagement with the learning process. He/She will keep families informed of activities and opportunities for engagement. He/She will assist families in advocating for their child, collaborating with staff to understand cultural, religious, and personal beliefs that impact student outcomes. He/She will assist staff in advocating for student achievement. They will work with parents through the Parent Advisory Council to encourage and develop parent leadership, engagement and advocacy.

He/She will build partnerships for collaborative and expeditionary experiences within the community. The Family Director will have a specific focus on cultural community opportunities that will enhance GCOA's desire to utilize the vast cultural resources within our community. These partnerships will enhance programs as GCOA, such as community-based specials, field hours, and expeditionary learning experiences.

The Family Director is the primary liaison for family and community engagement work with the School Director and within the organization, The Family Director is responsible for facilitating and maintaining strategic programmatic partnerships and for participating in community-based collaboratives and networks. This role also includes the management of the GCOA's Family Support Team, which consists of Family Specialists, and coordination with the Parent Advisory Council. The FACE director reports to the School Director.

RESPONSIBILITIES

The Family and Community Engagement director's key responsibilities include the following areas and may be changed at any time based on the needs at GCOA.

1. Assist in developing, guide, and monitor a comprehensive recruitment and enrollment plan that engages a diverse group of families and students with the School Director and key stakeholders. Process should include recruitment, recruitment tracking, engaging recruitment activities (in-person and virtual), development of newspaper and radio messaging, assisting families with enrollment, and follow up to sustain enrolled students.

The recruitment process will include attending community events, Navajo chapter meetings, and developing community partnerships.

2. Execute a social media campaign. Maintain an efficient system of messaging and responding to interested stakeholders (families, donors, etc) through social media engagement. Respond to website, phone calls, and other community enquiries.
3. Develop and maintain collaborative partnerships with the stakeholder communities. Partnerships will include, but are not exclusive of: recruitment for educational, expeditionary opportunities, recruitment of community-based specials teachers, developing opportunities for field hours. The Family Director will work as a collaborative team with all school personnel to develop and maintain these partnerships.
 - Coordinate field hours, with school personnel and other collective efforts to support schools through wide participation of partner organizations.
 - Maintain an updated list of partners working within and on behalf of GCOA's mission and vision.
 - Review and cultivate new potential partnerships.
 - Cultivate relationships with community leaders.
4. Support the Parent Advisory Council in developing strategies for parent engagement, advocacy and leadership. Utilize culturally appropriate strategies to engage families and creating a welcoming environment for all families.
 - The Family Director will be aware of barriers to engagement of families with any school initiatives and activities and work with parents and school personnel to reduce those barriers.
 - Facilitate family satisfaction surveys
 - Ensure families receive weekly feedback about student performance.
5. Support level-specific Family Specialists in their work supporting school-based family outreach strategy aligned toward improving student outcomes.
 - Supervise Family Specialists.
 - Monitor parent participation engagement.
 - Work with school administrators and district personnel to resolve parent concerns.
 - Supervise and attend home visits with school personnel.
6. Other duties as assigned

QUALIFICATIONS

The ideal candidate will have:

- Broad connections with our regional communities including Page and surrounding areas.

- Experience leading in a fast-paced environment; adaptable when managing multiple, shifting priorities; ease at managing competing demands and determining priorities independently
- Passion for improving education and dramatically increasing achievement and life outcomes for all students; a belief that all students can reach high levels of achievement with support from adults, including parents and the community
- Deep understanding of community context in Page and regional Navajo communities,
- Outstanding organizational skills, attention to detail and ability to work under pressure and manage projects with a high degree of accuracy and limited direction
- Excellent verbal and written communication skills; able to communicate complex ideas simply and succinctly
- Strong computer and technology skills; proficiency in Microsoft Word and Excel, familiarity with Google docs, and interest in and ability to learn new platforms
- Bilingual in Navajo highly preferred
- Superb management and interpersonal skills and the ability to work collaboratively with school leaders, family members, community members and other Partnership staff
- Ability to maintain discretion regarding confidential matters
- Strong belief in GCOA's mission, approach, and core values
- Reflective, life-long learner
- Experience developing and executing programs
- Hold a valid Arizona driver's license
- Hold an Arizona State Fingerprint Clearance Card

COMPENSATION

Hourly rate of \$14-\$18 per hour depending on expertise and experience in this area of work.

TO APPLY

Send cover letter (identifying reason for applying) and resume to info@gcoacademy.com.

GCOA's Leadership Team will review resume's on September 13, 2021.