



Program Coordinator

POSITION SUMMARY

The Program Coordinator manages the logistical, operational, and communication details of the Center for Student Achievement, which operates under the umbrella of the Arizona Charter Schools Association, making the work of the team more manageable and enabling the team to reach ambitious goals. The Center for Student Achievement operates a variety of programs for teachers, leaders and schools including the Quality Schools Program and New Schools for Phoenix (see summary below). He or she must be able to execute at a high level independently, completing administrative tasks and setting up systems to keep the team running effectively and efficiently. This individual has the opportunity to gain strong professional skills and get a behind the scenes look at the operation of an organization working to drastically improve the educational opportunities of students.

REPORTS TO: Chief Academic Officer

RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

These administrative tasks are critical across all team projects to ensure effective and efficient operation.

- Act as the initial contact for the Center, answering questions about programs and support and directing inquires to appropriate program areas or staff members
- Collaborate with Communications team and other program staff to manage content on websites (Center for Student Achievement, New Schools For Phoenix)
- Support the management of the Center and New Schools For Phoenix's social media accounts, i.e., Facebook, Twitter, etc.
- Proof read and check accuracy for team documents and communication
- Ensure all external documents are consistent with formatting standards

TRAINING AND TRAVEL LOGISTICS

Our programs include a variety of trainings and travel, in-state and out of state:

- Managing professional development calendar and training sessions offered on and off site
- Manage all communication to training and program participants
- Work collaboratively with the Association's Events Director to manage logistics for trainings and events held at the office, including food, room set up, and copies
- Coordinate logistics for events held outside of the office, including, but not limited to external communication, reservations, event budgeting and booking travel arrangements for the team
- Coordinate with guest speakers, facilitators, and travelers
- Manage logistical planning of out-of-state school visits, including flight and hotel cost research, school visit options research, logistics planning and communication with schools selected to support School Development/Replication phases

PROGRAM IMPLEMENTATION SUPPORT

- Actively participate in planning and program development, including the creation of rubrics, training materials, resources and other program documents
- Consult with Center staff, schools and LEAs to determine additional services to better meet their needs and goals
- Collaborate with Communications Director to prepare regular email communications to program participants, alumni, and members (New Schools for Phoenix and Center for Student Achievement)
- Organize team files and documents
- Track and manage school support in Customer Relations Management System (Salesforce)
- Manage professional development logistics including proposal development, invoicing and accounting efforts for all programs
- Provide technical support and assistance with the Arizona State Board for Charter Schools New Charter School application for New School Developer Member teams
- Review charter school applications for technical errors and omissions; prepare discrepancy reports; notify applicants and coordinate re-submittal of materials, as needed
- Support data collection for program implementation and evaluation, i.e., survey administration, school visits, school-site data collection, etc.
- Collaborate with the research team and program areas to evaluate program effectiveness, individual and school outcomes

RECRUITMENT AND SELECTION

Our programs include a recruitment and selection process aimed at attracting and selecting participants that fit with the purpose and goals of our programs. Recruitment is heavily focused on the Quality Schools Program (recruiting eligible schools), Leadership Development/New Leader Launch (recruiting eligible individuals) as well as New Schools for Phoenix (recruiting eligible individuals and schools).

- Manage communication to candidates, leaders and schools
- Coordinate scheduling needs for both recruitment and selection, which includes calendaring for the team
- Coordinate logistics for the recruitment and selection, including reservations, communication with external parties, managing logistics
- Assist with communication of progress to goals to staff and external stakeholders
- Assemble recruitment and selection materials
- Assist with tracking applicants and candidates
- Schedule and coordinate Charter Review meetings, program/grant Orientation and Training Sessions, the Capacity Interviews and Grant review committee work sessions and interviews

CANDIDATE PROFILE

- Knowledge of and depth of experience working with Microsoft Outlook, Word, PowerPoint, and Excel required
- Strong organizing skills required
- Exceptional spoken and written communications skills required
- Keen and precise attention to detail required
- 0-3 years of professional experience

- 3.0 minimum GPA highly preferred
- Bachelor's degree preferred
- Ability to work some weekends and evenings preferred
- Bilingual English/Spanish preferred

DISPOSITIONS AND ABILITIES

- Self-starter with high personal motivation who takes initiative to develop appropriate strategies to accomplish tasks and goals
- Acts as a team player, taking direction from more than one person and encouraging team collaboration
- Possesses exceptional judgment, professionalism and ability to respect confidentiality at all times
- Solution-oriented, with a sense of possibility and high integrity
- Finds joy in assisting others with projects, performing routine procedures, and maintaining systems
- Works efficiently while managing multiple projects
- Takes personal responsibility for work
- Self-manages, taking responsibility for meeting deadlines and making progress without direct supervision

COMPENSATION/BENEFITS

- Compensation depends upon the prior experience of the candidate.
- All full-time employees are offered health, dental, and vision insurance. (Premiums are covered 100% by Arizona Charter Schools Association)
- No fee access to a financial planner and enrollment in our 403(b) retirement plan
- 10 vacation days in first year
- In addition to the above vacation days, the Association offices will be closed the day after Thanksgiving and during the Holidays in December
- Dog friendly environment

INQUIRES

Please contact Ildi Laczko-Kerr directly via email ildi@azcharters.org with a cover letter and resume.

About the Arizona Charter Schools Association

The Arizona Charter Schools Association is a non-profit membership and professional organization that serves more than 80 percent of the 524 charter schools in Arizona that enroll 133,890 students. Fully 25 percent of the state's public schools are charter schools, and 13 percent of all public-school students are enrolled in charter schools—the highest percentage for any state. The Association's mission is to support student achievement through high-quality charter schools, to advocate for student equity and charter school autonomy, and to lead Arizona charter schools as a sustainable, strong, credible organization. To learn more about the Association, visit www.azcharters.org. The Association created two separate non-profits- the Center for Student Achievement and New Schools For Phoenix- to support the student achievement and the development of high-quality schools.

About the Center for Student Achievement

The Center for Student Achievement is a non-profit organization that is focused on high-quality school improvement initiatives, with a particular emphasis on professional development and the publication of rigorous and transparent research and evaluation. From this foundation, the Center developed a suite of supporting programs for school leaders and teachers, currently in use by a growing number of district and charter schools in Arizona. Nationally, the Center also provides consulting services to educators in other states about how to make student data analysis applicable and actionable. We support public schools to improve educational outcomes through research-based advocacy, high quality professional development, and results-oriented coaching. To learn more about the Center, visit www.centerforstudentachievement.org.

About New Schools For Phoenix

New Schools For Phoenix is a non-profit organization whose mission is to support the development and expansion of high quality schools serving low-income students in the Phoenix urban core. Located in the nation's sixth-largest city, New Schools For Phoenix recognizes the importance of education as a driver for economic development, civic life and long-term vitality. To accelerate our academic achievements, it will take a community of schools and school leaders making the bold assertion that all children—regardless of income, regardless of background—can excel in school if given high quality educational opportunities. In collaboration with our partners, our goal is to support 25 excellent public schools by 2020. Collectively, these schools will serve 12,500 students, tripling the number of students attending a high-quality school in the Phoenix urban core. To learn more about New Schools, visit www.newschoolsforphoenix.org.