



Maryland Alliance of Public Charter Schools

MAPCS JOB DESCRIPTION

Name of Position: CSP Coordinator

Release Date: 10/04/23

Introduction

The Maryland Alliance of Public Charter Schools (MAPCS) is a 501(c)3 non-profit non-partisan organization that serves as a voice for charter school communities so that we can offer support to new and existing public charter schools, and drive the discussion around innovative educational practices that lead to positive outcomes for students. On September 27, 2023, MAPCS was awarded the 2023 Charter Schools Program (CSP) grant to increase the number of high quality charter schools in Maryland. As part of this grant, MAPCS will be seeking staffing, and bidding out for a number of services and products.

This is a time-limited position intended to span the duration of the grant (five years beginning October 1, 2023). Continued employment after grant completion depends on the renewal of this grant, which is highly competitive. In general, all MAPCS employees are at-will.

Position Description: The CSP Coordinator will report to the Executive Director and work with the CSP Director, Program Manager and other MAPCS staff. They serve as program coordinator for MAPCS programming, support communications and engagement work, and will play a key role in identifying, training, and developing parents from across the state of MD to be leaders in their communities.

The CSP Coordinator will perform varied professional administrative and analytical work, including implementing feedback for continuous improvement of programming and training offerings. Duties will be divided between supporting the CSP grant program and contributing to the success of MAPCS as an organization.

General Requirements for Position

To excel in this role, the ideal candidate will be a skilled community organizer, with an understanding of education reform and a knack for developing people as leaders in their communities. They must possess strong interpersonal skills, hands-on experience developing leadership in others, and be well-organized and flexible. A sense of humor, knowledge of the charter school policy and advocacy landscape, and a passion for educational justice make the candidate a good fit for the team and position. They must have strong oral and written communications skills, as they will need to produce pieces for public consumption. A passion for public school education options, education reform, high-quality educational access for all students, and innovative practices in education is essential to successfully work towards our mission and vision. As we are a small non-profit, this person must be able to work independently, manage priorities of multiple entities, pitch-in on programming and other initiatives with fast approaching and changing deadlines, and have an understanding of all the roles and responsibilities of the staff and organization. A criminal background check will be required for this position.

Responsibilities

The CSP Coordinator will work within MAPCS to do the following duties, but are not limited to:

- Solicit parent and community input for those seeking high-quality school options
- Support implementation of MAPCS Charter Schools Program State Entities Grant by coordinating parent outreach efforts, creating content for Parent Academies and technical assistance modules, and building parent steering committees at grant-funded campuses

- Build multiple parent teams that drive local issue work and develop charter school parents into a powerful voice in their schools, neighborhoods, cities, and statewide
- Refer subgrantees for quality improvement TA for issues relating to the parent and community engagement quality of their schools.
- Provide technical assistance for parent engagement activities
- Support the work to create surveys for parents and subgrantees
- Support the work to create the teacher-pipeline
- Arrange parent focus groups and compile feedback into usable data
- Support technical assistance activities provided to schools
- Provide design and logistics support as needed
- Support coordination or take the lead on activities such as school visits, advocacy days, and other logistics.
- Develop proficiency in education reform issues, learning best practices in school development, education policy, and the elements of excellent public schools
- Complete daily administrative and reporting activities, including timely submission of timesheets, significant daily data entry of field activities, manager reports, and credit card forms
- Support CSP webpage management and development of newsletters
- Maintain accurate records and documentation
- Schedule and coordinate meetings, appointments, and events
- Provide support to team members and ensure efficient communication within the department
- Assist in the preparation of reports, presentations, and other documents as needed

Professional Qualifications Required

- Strong written and oral communication skills

- Willingness to work flexible hours including occasional weeknights and weekends; ability to travel and work remotely; driver's license and access to a vehicle
- Experience motivating others to action
- Experience and willingness to track data daily and use data strategically
- Ability to build relationships quickly with diverse stakeholders
- Experience managing multiple, simultaneous work efforts and a strong ability to plan strategically and marshal resources toward the implementation of that plan
- Ability to take initiative and high levels of ownership for outcomes, and exercise sound judgment in day-to-day decision-making
- Understand and appreciate the use of outcomes-based data and information to help drive performance
- Strong commitment to social and educational justice
- Strong technology skills with expertise in MS Office
- A background check is required because this position will be visiting schools

Preferred

- Bachelor's degree (or equivalent experience)
- Prior experience in community, labor, or political organizing
- Comfort with multiple modes of effective communication, including social and online media tools

Hours and Travel

The Program Coordinator is expected to work 40 hours weekly, Monday through Friday, except for official holidays. Office hours are typically 9-5, but the Program Coordinator may set hours outside of this schedule based on school visits, parent meetings, and other events that may need to be scheduled outside of typical office hours. Standard work hours (a regular schedule each week) are required. Travel for this role is expected to be moderate, and Saturday and evening events may be required.

Office Location

The MAPCS Office is in Baltimore, Maryland. The Program Coordinator may be based remotely or request a hybrid office arrangement (partially in the office, partially at home).

Compensation

MAPCS offers an annual salary range of \$35,000 to \$40,000 that will be commensurate with experience. Benefits included are 403(b) 3% salary match to be accessed after one year of employment, \$50/month phone reimbursement, and \$5,000 toward the MAPCS healthcare, which includes an HMO, POS and HSA option and dental. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed. Requested start date is by November 1, 2023 with all federal holidays observed and six weeks of PTO.

To Apply

Submit a resume and cover letter to Stephanie Simms, stephanie@mdcharters.org (subject line: CSP Coordinator, MAPCS). Please answer the following questions:

- What is it about MAPCS that resonates with your experience and/or interests?
- What makes you an exceptional candidate for this position?
- Describe your relevant experience.
- Provide an example of a measurable goal for this position.
- What are your salary expectations?
- List of three references. (We will only contact them after notifying you.)
- Professional writing sample

Applications will be accepted on a rolling basis until the position is filled. Anticipated start date is by November 2023.

About Maryland Alliance of Public Charter Schools

The Maryland Alliance of Public Charter Schools is the leading state wide proponent and advocate of Maryland public charter schools. As a non-partisan, non-profit organization, the Alliance seeks to promote innovative education practices, as well as equitable and transparent conditions for public charter schools. It represents the 49 public charter schools in Maryland, which enroll nearly 24,000 students. For more information visit <http://www.marylandcharterschools.org/>.

Notice of Non Discrimination

The Maryland Alliance of Public Charter Schools, Inc. *does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry,*

national origin, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy/parenting status, disability, veteran status, genetic information, age, or other legally or constitutionally protected attributes or affiliations.