



## ELOP PARENT COORDINATOR

### ABOUT TEACH PUBLIC SCHOOLS

TEACH Public Schools is a growing non-profit Charter School Management Organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles. Our mission is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students. Currently, TEACH Public Schools operates 3 tuition-free, open-enrollment public charter schools in the South Los Angeles area.

### POSITION DESCRIPTION & OPPORTUNITY

#### ESSENTIAL DUTIES AND RESPONSIBILITIES, LISTED BUT NOT LIMITED, BELOW:

#### Position Overview:

The ELOP Parent Coordinator will play an integral role in enhancing the engagement and involvement of parents and students in the Expanded Learning Opportunities Program (ELO-P). This position is designed to facilitate communication, strengthen community ties, ensure active participation in educational and extracurricular opportunities, and improve student attendance at school and in after-school programs. The Coordinator will serve as the primary link between the school, students, and their families, focusing on recruitment, retention, and consistent attendance.

#### Key Responsibilities:

- **Parent and Student Engagement:** Develop and implement strategies to increase parent and student participation in school activities and ELO-P programs. Organize parent workshops, student orientation sessions, and events that promote involvement, retention, and consistent attendance.
- **Communication:** Serve as the primary contact for parents and students regarding ELO-P activities. Regularly update stakeholders on program details, student progress, and opportunities for involvement via newsletters, social media, and direct communication.
- **Recruitment, Retention, and Attendance:** Design and execute recruitment campaigns to attract new students and retain existing ones. Develop specific strategies aimed at improving regular attendance in school, including independent study, summer school, tutoring and after-school programs.
- **Feedback and Collaboration:** Collect feedback from parents and students on their needs and expectations from the ELO-P. Work closely with school staff to integrate this feedback into program planning and execution.
- **Resource Coordination:** Coordinate with community organizations and resources to support parent and student engagement, involvement, and attendance. Organize and manage events that connect families and students with these resources.
- **Training and Support:** Provide training and support to parents and students to enhance their ability to participate fully in school activities and maintain regular attendance.

- **Reporting and Documentation:** Maintain detailed records of parent and student interactions, engagement levels, and the effectiveness of recruitment, retention, and attendance initiatives. Prepare reports for school administration and grant providers.

## QUALIFICATIONS & COMPENSATION

### Required Qualifications:

- Bachelor's degree in Education, Social Work, Communication, or a related field.
- Experience in parent coordination, community engagement, or student services, preferably in an educational setting.
- Strong interpersonal and communication skills, with an ability to engage diverse parent and student groups.
- Proficiency in using digital communication tools to reach and engage community members.

### Preferred Qualifications:

- Bilingual abilities, particularly in languages spoken widely within the school community.
- Experience managing or coordinating federally funded programs.
- Demonstrated ability to organize large events, workshops, and campaigns.

### Compensation:

- Competitive salary based on experience.
- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement plan options.

### How to Apply:

Interested candidates should submit a resume, cover letter, and two professional references detailing how their experiences align with the key responsibilities and qualifications of this role. Applications should be sent to [hr@teachps.org](mailto:hr@teachps.org).

DISCLAIMER: This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.