



### **Position vacancy announcement**

**Title:** Coordinator of Student Engagement & Belonging

**Reports to:** CEO

**Anticipated start date:** December 1, 2023

**Location:** PCS Central and PCS West

#### **About our schools**

Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing, and sequencing. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area.

Provident Charter School (PCS) West in Baden, PA, is also a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. This second location opened in August 2023 and has students in grades 1-4 from Beaver County and surrounding areas. Over the next four years, this school will increase its capacity to serve over 360 students in Grades 1-8.

#### **About this position**

The Coordinator of Student Engagement and Belonging position is a 12-month position responsible for supporting the mission and beliefs of Provident Charter School which include:

- the child's success is the driver of every decision.
- the challenges and gifts of dyslexia are deeply understood.
- the uniqueness of each child is honored — strengths are built upon; weaknesses are strengthened; and potential is unleashed.
- the child's academic, personal, and social development share equal priority.
- the partnership among teachers, parents, and administration is a daily commitment.

The Coordinator creates a dynamic and engaging calendar of events for the campus community. The position oversees the development and implementation of Diversity, Equity, Inclusion, and School Climate programming, with a strong overall focus on student belonging. The coordinator works to deliver innovative, inclusive, and exciting school events and traditions.

The ideal candidate for this position will be a collaborative and synergistic thinker who can infuse inclusive principles and equity programming into a calendar of events. They are a high-energy, positive role model committed to building diverse programs and initiatives that encourage and promote student learning, success, and retention in a student-centered environment.

#### **Required Qualifications**

- Bachelor's Degree.
- 3+ years of experience coordinating programs and events centered around Diversity, Equity, Inclusion, and School Climate.

- Ability to secure all relevant and necessary clearances.
- Possess impeccable judgment, tolerance for ambiguity in diverse situations, and commitment to school culture.
- Ability to embrace a strong commitment to customer service and a student-centered experience.
- Have acquired knowledge, experience, and involvement in student development, program/project management, counseling students, conversing with parents and families, and event planning.
- Excellent organizational, oral, written, and online communication skills.
- Ability to multitask, meet established deadlines, and demonstrate initiative and flexibility.
- Excellent interpersonal skills, with special sensitivity to the needs of a diverse student population.

### **Preferred Qualifications**

- Master's Degree.
- Background in school counseling, social work, and/or transition services.

### **Responsibilities**

- Develop a plan to facilitate and implement continuous learning opportunities centered around Diversity, Equity, Inclusion, and School Climate.
- Stay current with industry trends and best practices related to student engagement, retention, diversity, equity, and inclusion.
- Collaborate with students, staff, and outside/community agencies to promote equity initiatives.
- Co-facilitate Attendance Team with the School Principal to complete all parent/guardian communication, SAIP Meetings, and magistrate complaint paperwork.
- Counsel and support families to remove barriers that impact attendance.
- Plan events throughout the year that support student and family engagement.
- Continues to develop and implement our school-wide PBIS.
- Transition and support newly enrolled students.
- Support families as they transition from PCS to their next school.
- Represent homeless students as the McKinney-Vento Liaison.
- Communicate with various outside agencies (i.e. CYF, mobile therapists, Pressley Ridge, etc.) to help remove barriers for families.
- Regularly communicate with families, staff, and students.
- Help organize various school initiatives (i.e. Kindness Week, Career Fair, Holiday Gift Giving).
- Additional responsibilities as assigned by the CEO and School Principal.

**Terms of Employment:** twelve months (260 days) position.

**Evaluation:** The performance of this job will be evaluated by the CEO.

### **Salary and benefits**

- Salary- \$60,000.
- Employer paid retirement contribution matching 10% of salary.
- Employer-paid dental, vision, and life insurance benefits.
- Generous time off including all school holidays and breaks.
- Significant employer contribution toward health insurance.

### **How to Apply**

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager, at [eswartz@providentcharterschool.org](mailto:eswartz@providentcharterschool.org).

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*