



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Director of Community Engagement
Category: Certificated/Classified
Work Year: 215 Days
Supervisor: Principal

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Director of Community Engagement is tasked with supporting student engagement and success from the first point of contact with SPA through post-secondary plans and beyond. In compliment to this work, the Director will facilitate systems of communication and foster strong connections with the broader stakeholder community.

Key Responsibilities

- Lead school efforts to implement a CTE program inclusive of facilitating grants to support the work
- Collaborate with administration and teachers in creating robust integrated project based curriculum that is both rigorous and relevant
- Support the design and implementation of all academic intervention programming
- Design and maintain a comprehensive college and career guidance center within the campus
- Oversee all college and career counseling and programming
- Work with the School Counselor to facilitate SAT/ACT, PSAT/PACT, and AP testing
- Foster strong partnerships with feeder schools and post-secondary institutions
- Lead the development of high school internship and work experience programming
- Collaborate with the School Counselor to develop a comprehensive 6-12 scope and sequence
- Support the annual development of the master schedule
- Develop a strong college articulation plan including student visitations, information sharing, etc.
- Orchestrate summer orientation programming and walkthrough registration
- Support the annual development plan including school sponsored fundraising activities
- Monitor the web-based platform for all fundraising, purchasing, and promotional activities
- Orchestrate the design, procurement, and sales of all school gear

- Assist in the design and implementation of schoolwide communication and media plan
- Stay current on media and communications trends, techniques, and tools through regular research and data collection/analysis
- Maintain the SPA website including updating of information, testing and adjusting functionality and accessibility, and ensuring quality aesthetic and brand consistency
- Facilitate all regular applications of the School Messenger system including preparation of content and actual system delivery
- Collect and edit copy from a variety of source to ensure consistency and accuracy of information sharing
- As part of the overarching communication and media plan, maintain fidelity to all timelines and processes
- Design, build, and regularly disperse through various platforms newsletters, announcements, and other packaged or spontaneous communications
- Manage all official SPA social media and ensure we have an active, informative, and cutting edge presence on each platform
- Meet regularly with the Executive Director and other staff as directed to collect information, review communications, and maintain productive working relationships
- Stay abreast of all school business to ensure communications are well informed
- Oversee and manage student body programming:
 - Oversee student government and publications
 - Oversee student body functions (dances, etc.)
 - Orchestrate 8th grade promotion and 12th grade graduation
 - Develop and orchestrate annual student/staff/community awards
 - Oversee campus visitation procedures
- Design and implement a student outreach and enrollment program in collaboration with the Executive Director, Board, and other relevant committee members
- Support the Executive Director throughout the enrollment process
- Facilitate school tours, information meetings, and other community access to the school
- Stay abreast of education trends and data to ensure the school maintains effective and innovative programs and policies
- Write and submit newsletters, grant applications, reports, and other documents as directed
- Teacher classroom observations
- Staff evaluations as designated
- Governance participation as directed by the Executive Director
- Attend school and community events as directed
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

Qualifications

- Minimum Bachelor's degree from an accredited four-year college or university
- Track-record of high achievement in student programming and administration
- Experience as a classroom teacher highly desirable