



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION DIRECTOR OF ENGAGEMENT

ORGANIZATIONAL DESCRIPTION

Prairie Seeds Academy is a K-12 public charter school located in Brooklyn Park, Minnesota. Our teachers and staff work very hard to create and sustain a warm, safe and productive atmosphere for learning. We are committed to the pursuit of providing high-rigor academics along with encouraging our students to be global thinkers and learners. With today's diversity, we want our students to adapt successfully to change, be life-long learners, and care and understand others. We want our students to be prepared for the world so they can become a contributing member of society.

Vision Statement: Our PSA Community members are inspired global thinkers, who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders.

Mission Statement: Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education to develop inquiring, knowledgeable, and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

CULTURE OF LEARNING

PSA believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. PSA must foster a culture of learning that embraces every scholar's strengths to achieve optimal growth and learning. PSA strives to explore ways to strengthen our relationships with our scholars and their families. PSA is committed to building collaborative leadership at an effective capacity among staff, parents and scholars. This is accomplished by changing our behaviors and actions so we can better support our scholars and parents in achieving their academic goals. Employees coming to PSA must share, understand, and implement this culture of learning at all levels of the organization through consistency. By having consistency, we can shift not only the behaviors of our staff, but our students and parents will equally be engaged in the process. PSA seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive PSA's culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Way
4. Understanding How Data Drives Decisions
5. Having High Expectations
6. Creating a Social-Emotional Learning Environment

JOB INFORMATION

Job Title:	Director of Engagement
Reports to:	Chief Executive Officer
Hours:	7:15am – 3:40pm, Monday through Friday
Office Location:	6200 W Broadway Ave N. Brooklyn Park, MN 55428
Salary Range:	DOE



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION DIRECTOR OF ENGAGEMENT

JOB SUMMARY

Under the direction of Thrive Education, a subsidiary of Hmong American Partnership and the CEO, the Director of Engagement is

Under the direction of Thrive Education, the Director of Engagement has a critical role in initiating, directing, and implementing comprehensive range of activities that strengthen and support the work of PSA. He/She is responsible for creating and maintaining a positive, safe, healthy and supportive atmosphere and culture that promotes intellectual, physical, social, and emotional development of our students in a mutually respectful manner. The Director of Engagement will play a huge role in implementing Positive Behavioral Intervention System (PBIS) into the school culture and creating a school environment where scholars, parents, and staff are engaged, supported, and empowered. He/she will oversee that scholars attend school regularly and ensures scholars and families have the necessary tools and resources available to them from the community.

JOB FUNCTION

Duties of this job include, but are not limited to:

Supervision and Management

1. Inspires team on overall internal and external school engagement and benchmarks are on target as set by CEO, Thrive Education or the Authorizer on an annual basis
2. Provides leadership and oversight of engagement and school communication
3. Supervises and manages all staff engagement staff: three Impact Coaches and Social Worker
4. Mentors and coaches staff by observing and providing constructive feedback via ongoing performance evaluation
5. Regularly meets with staff to ensure work plans are meeting outcomes and expectations
6. Conducts consistent formal and informal observations of all direct reports and provide feedback as needed
7. Identifies necessary resources and trainings to enhance the professional development of staff

Leadership

1. Provides strategic leadership for school development and management including establishing priorities, identifying annual objectives and long-range goals for the instructional, extracurricular and other programs which support student learning and staff development consistent with the school's culture of learning
2. Works directly with CEO and Thrive Education to ensure that decisions are align with the direction of the board and authorizer
3. Manages the relationships between students' success and parent involvement in students' engagement
4. Serves as the main point of contact for parents and families as it pertains to social and emotional learning and community engagement
5. Formulates philosophy and school policies to align with the Mission and Vision of the school
6. Reviews, analyzes and re-evaluates curriculums, policies & practices on an annual basis for refinement

Social & Emotional Learning

1. In partnership with the Thrive Team, Educational Leaders, and staff develops, implements, and coordinates school-wide social & emotional learning programs and procedures to enhance the engagement of scholars, families, and staff
2. Integrates and upholds PSA's core principles into the day to day engagement work
3. Develops programs to improve school-wide behavioral and mental/emotional health issues
4. Manages the tracking, documenting, case noting, and reporting on behavioral and mental/emotional issues
5. Fosters an environment based on the PBIS model including ensuring staff, families, and scholars understand, abide by, and implement the behavioral model
6. Researches and integrates social & emotional learning programs into the classrooms
7. Collaborates with parents and families on parenting skills and classroom engagement
8. Oversees the Student Assessment Team (SAT) in coordinating with the Academic Team and families on student interventions
9. Manages all child protection, court orders, custody cases, and familial issues



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION DIRECTOR OF ENGAGEMENT

Engagement and Partnerships

1. Develops home visit policies and protocols particularly for scholars who do not follow PSA's core principles and culture of learning
2. Collaborates with the academic team to ensure scholars and families are receiving tools and resources to be successful at PSA
3. Oversees all student and family activities including fieldtrips, parent committees, parent engagement classes and student support groups.

Enrollment

1. Manages the recruiting and enrollment of scholars and families
2. Develops policies and procedures for student enrollment and registration
3. Tracks attendance and truancy issue and report truancy to the county
4. Diversify, manages, and develops the student recruitment process

Engagement and Partnerships

1. Develops, retains, and cultivates relationships with community organizations, community leaders, businesses, and families on the work of PSA and potential sponsorship/donations.
2. Manages and attends community events to market and showcase PSAs work.

SKILLS/QUALIFICATIONS

1. Bachelor's degree in related field preferred
2. At least 5 years of experience in an urban setting preferred
3. Proficient technology skills in MS Office and other software/programs
4. Outstanding interpersonal skills, presentation and facilitation skills
5. Ability to lead and collaborate; strong leadership skills necessary
6. Ability to accomplish tasks under pressure
7. Prioritizes and follows through on tasks and assignments
8. Ability to connect and build positive relationships with all staff members
9. Effective verbal and written communication skills
10. Demonstrates ability to manage time and projects efficiently
11. Communicates recommendations and suggestions clearly
12. Have knowledge of Positive Behavior Intervention & Supports (PBIS) is a plus
13. Have knowledge of best practices and behavior management
14. Serve as a role model for promoting effective instruction and professionalism
15. Demonstrate respect for children, colleagues, parents and school leadership
16. Believe in and support the vision and mission of PSA

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the content of this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date