



# MOVEMENT SCHOOL

## Movement East Charter School Student/Family Recruitment Coordinator Job Description

Movement East is a free, public charter school primarily serving the east Charlotte community through providing a school that is committed to excellence in character and academics. We believe in creating life-long learners who have a clear sense of self, a genuine appreciation for others, and a commitment to positively impacting our community and world. We are seeking a **Student/Family Coordinator** to join our team to serve our students, families, and community.

<b>Job Title:</b>	Student/Family Recruitment Coordinator
<b>Job Type:</b>	1 Year; Independent Contractor Part-time (anticipated 20 hours/week)
<b>General Summary:</b>	The Student/Family Recruitment Coordinator works closely with the School Leader and leadership team to engage and inform parents and families about Movement School East. S/He provides guidance and support to ensure information and resources are accessible for all parents within the community.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Collaborate with School Leader on student/family recruitment</li><li>• Provide insight and guidance for student/family recruitment initiatives</li><li>• Participate in/lead student/family recruitment events</li><li>• Provide language translation (as needed and appropriate)</li><li>• Work with School Leader to meet with potential parents to discuss Movement School East</li><li>• Know, understand, and support the mission and vision of Movement School East</li><li>• Demonstrate a steadfast commitment to the moral well-being of students and families</li><li>• Develop and maintain genuine and effective relationships with students, parents, and families</li></ul>
<b>Skills and Characteristics:</b>	<ul style="list-style-type: none"><li>• Eagerness to learn and a growth mindset</li><li>• Unwavering belief that all students can and will succeed</li><li>• Well-developed emotional intelligence and moral character</li><li>• High level of personal organization and planning</li><li>• Openness to feedback, and confidence in giving feedback</li><li>• Thorough understanding of child development</li><li>• Thorough understanding of language development and language acquisition</li><li>• Excellent communication skills with diverse constituents (teachers, students, parents, and other stakeholders), clear and effective writer, facilitator, and public speaker</li><li>• Team player who is mature, humble, has a strong work ethic, follows through, and is committed to the challenge of excellently educating all students</li></ul>
<b>Education and Qualifications:</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Experience working with parents</li><li>• Experience working with a diverse population</li><li>• Knowledge of and experience with the east Charlotte community</li><li>• Experience working within a school setting (preferred)</li></ul>

	<ul style="list-style-type: none"><li>• Knowledge of second language (preferred)</li><li>• Experience leading and managing adults (preferred)</li></ul>
<b>Compensation:</b>	\$24,000 (salary pay)