



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

**Job Title: Supervisor of Enrollment and Family Engagement**

**Category: Classified**

**Work Year: 190 Days**

**Supervisor: Executive Director**

### *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.

### *Position Summary:*

The Supervisor of Enrollment and Family Engagement will work to provide integrated student support by addressing out-of-school barriers to learning through partnerships with social and health service agencies and providers. They will work to gain family and community engagement by making the school a neighborhood hub providing adults with educational opportunities they want, such as ESL classes, green card or citizenship preparation, computer skills, etc. The Supervisor of Enrollment and Family Engagement will manage the complex joint work of multiple school and community organizations. The Supervisor of Enrollment and Family Engagement will also work to address chronic absenteeism and tardiness.

The Supervisor of Enrollment and Family Engagement will serve one school site in Walnut Creek, CA. The Supervisor of Enrollment and Family Engagement will partner closely with the mental health provider, office manager, school leaders, and other related service providers to provide direct social work services to help students succeed in their classrooms.



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

This position is contingent on term-limited supplemental funding and will be reassessed annually.

The Supervisor of Enrollment and Family Engagement will report to the Executive Director.

### *Essential Functions:*

Duties will include, but not be limited to:

- Design & coordinate student and family support by coordinating, connecting and supporting the people and programs, externally and internally, related to student and family support (i.e. expanded learning: behavioral health; and family engagement and support) to each other and to the core mission and priorities of the school and students
- In collaboration with School Leaders, develop partnerships by establishing and implementing protocols to manage and maintain quality, deep and focused partnerships such that everyone on the school site is working towards common goals for student success and wellness.
- Serve as a resource to connect participants with appropriate partners related to housing, career and education, childcare, health care, family budgeting, and more.
- Design and facilitate parent trainings and workshops based on the needs of the community.
- Communicate regularly with other stakeholders related to the child (teachers, doctors, health workers, social service workers) and monitor and document participants' progress according to individual growth plans.
- Plan and facilitate bi-monthly Campus Community Advisory Board (CCAB) meetings which will include school staff, families



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

and relevant community agencies. The CCAB will meet to review the progress of our CareCorps effort and its continuous improvement.

- Work with families to align parent growth plans with student growth plans, supporting family engagement with the student's experience in school. Collaborate with and be a part of any coordinated meetings as the CareCorps Coordinator.
- Conduct home visits as needed and as applicable to support families with access.
- Provide professional development trainings to school staff as-needed regarding best practices in community resources.
- Provide consultation with parents, teachers, and other appropriate staff regarding the student's program and any adaptations/materials needed to facilitate improved performance in the classroom or at home.
- Maintain relationships and effectively communicate with school leaders, teachers, and parents in all facets of the position.
- Ensure the Integrated MTSS Team is viewed as positive supports to the organization's mission that are fully aligned with CoCoSPA's Core Values, and not as bureaucratic obstacles to serving the needs of the students.
- Support with translation services and materials as needed.
- Other duties as assigned by the Administrative Team.

### *Qualifications:*

- Required: Fluent in Spanish
- Bachelor's Degree preferred
- Background in social work preferred
- PPS Credential in Social Work preferred



# CSPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

- 2+ years of community outreach experience supporting parents who have experienced trauma and/or crises (e.g. homelessness, domestic violence), and have deep knowledge of the resources available to families
- Experience working with students with a range of disabilities (learning disabilities, emotional and behavioral disorders, autism, etc.) (highly preferred)
- Communication: strong writing and public speaking skills, and feel comfortable leading and facilitating large groups.
- Experience coaching and advocating for others in a way that is compassionate, strength-based and non-judgmental.
- Embodies empathy and embraces cultural differences; you recognize and know how to navigate groups and individuals representing a range of needs, abilities and socioeconomic backgrounds.
- Able to balance multiple priorities - meeting with families, preparing for sessions, entering data - gracefully and with practiced personal organization and time management.
- Natural problem solver, fixer and finder of resources; in moments of tension, you defuse and resolve conflict.
- Self-aware and self motivated, and have a strong desire to learn.
- Comfortable in ambiguity and environments that change rapidly.
- Strong organizational skills as demonstrated by the ability to effectively manage multiple tasks
- Thrive in a fast-paced, dynamic work environment
- Ability to be flexible and adaptive in a work environment that is still evolving
- Possession of a valid California driver's license: willingness to provide own transportation in conduct of work assignments as



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

you will be required to travel from site to site to work with students and faculty at all sites (mileage reimbursed)

### *Additional Details:*

- The Supervisor of Enrollment and Family Engagement position will be on the site-based staff calendar, which includes paid time off for holidays and traditional school breaks.
- This role and working with families often requires work on evenings and weekends.