



Job Title: Community Engagement Coordinator		Reports To: Executive Director
Start Date: Immediately	Duration: 12 months	FLSA: Exempt
Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We opened in August 2022 with 244 students in K-5. Following a slow growth model, we will grow to capacity with 796 students in K-8. In 2024-25, we have more than 320 students enrolled.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: www.sagecollegiate.org.

About the Role

The **Community Engagement Coordinator** is charged with executing an inclusive family engagement plan; supporting and executing a recruitment strategy and activities related to new student recruitment; and actively engaging with the community to support student recruitment and external partnerships for the school. This is a non-instructional role.

The Community Engagement Coordinator will play a critical role in co-developing and implementing a multi-year student and family outreach and enrollment plan to ensure a stable enrollment and program efficiency at Sage Collegiate. This position is a critical team member and works closely with the Executive Director to support the vision of Sage Collegiate and work towards our mission. There is room to grow in this role as we follow a slow growth model for enrollment and build our capacity over time.

Professional Responsibilities

- Lead enrollment and support recruitment efforts, support community engagement and outreach, including student lottery, to ensure enrollment and waitlist goals are achieved
- Coordinate, recruit, and manage a strategic plan to ensure families feel welcome and supported
- Help organize, facilitate and conduct meetings and training sessions for staff and families, when needed
- Maintain organized records of activities related to family engagement, including but not limited to, student files and attendance records
- Collaborate with families, teachers, and the school's leadership team to develop a family-friendly, inclusive, welcoming school climate
- With the Executive Director, co-develop relationships with community organizations to support the school, volunteer, and participate in school and community events
- Collaborate with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and academic reports



- Develop partnerships and outreach opportunities with preschools, daycare centers, Head Starts, community organizations, schools, and other sources for enrollment
- Mobilize the Sage Collegiate parent community to support student recruitment efforts and build and support a pipeline of volunteers for activities at school
- Participate in and represent Sage Collegiate at school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Connect with potential families in the enrollment pipeline to promote awareness and understanding of Sage Collegiate, while ensuring their timely progression from application to registration
- Support the work of the school in the front office, including answering phone calls from families, processing enrollment paperwork, and supporting the full team
- Respond to and resolve routine internal and external inquiries with parents, employees, and school organization
- Work with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention
- Engage in weekly coaching feedback sessions to improve practice
- Actively participate in regular Professional Development, including Summer Staff Development, and ongoing Whole Team Professional Development
- Work on special projects as needed by the Executive Director
- Complete all administrative tasks and assignments by developed deadlines

Professional Competencies

- Strong relationship builder with students, families, and other staff members
- Growth mindset and ability to accept and implement feedback
- Excellent communication skills with diverse constituents (teachers, families, students); clear writer, facilitator, and public speaker
- Highly organized and efficient; Ability to thrive in a fast-paced environment and embrace multi-tasking multiple projects
- Ability to work collaboratively across functional teams and in a team-orientated environment
- Able to drive cultural consistency-emotional continuity, procedural consistency, and is intentionally calm and positive
- Willingness to work hard and the flexibility to work through start-up challenges
- Complete all administrative requirements by given deadlines
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission
- Consistently model Sage Collegiate's core values

Professional Requirements

- Bachelor's degree or equivalent experience is required.
- Fluency in Spanish is preferred.
- Experience working with diverse populations, including English language learners and students with special needs
- Experience organizing and managing marketing campaigns or political/advocacy community organizing is ideal
- Experience working in a school is strongly preferred.
- Knowledge of federal, state, and local educational programs, laws, and regulations is a plus.
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community
- Maturity, humility, strong work ethic, sense of humor, and a willingness to meet/overcome challenges
- Ability to manage self and engage/motivate others and hold peers accountable
- Belief in and alignment with Sage Collegiate's mission, vision, core tenets, and educational philosophy is non-negotiable.



Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Commitment to Diversity

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.

Hiring Process

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

Salary & Benefits

The starting salary, with benefits, for this role is: \$40,000 with 50/50 PERS.

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and PERS. We at Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

Application

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at skinne@sagecollegiate.org with the subject line of the position for which you are applying.