



Indy STEAM Academy

“Critical Thinkers • Innovators • Problem Solvers”

The mission of Indy STEAM Academy is to nurture the academic and creative talents of students through Science, Technology, Engineering, Arts, and Mathematics. We provide a strong foundation in literacy to ensure the academic success of all students. We prepare students to take advanced coursework in high school and college to become highly qualified to acquire STEM jobs in a 21st century global workforce.

If you are seeking to make an impact on teaching and learning while working in a positive school culture and climate that provides resources to support academic and professional excellence then Indy STEAM Academy is the place for YOU!

JOB DESCRIPTION

Position:	Parent & Community Engagement Specialist
Reports To:	CEO/Head of School
Classification:	Non-Certified
Location:	4020 N. Sherman Drive, Indianapolis, IN 46226
Salary:	Salary Schedule
Contract Term:	11 Months

Job Summary

Recruit students at each grade level and provide activities to ensure and maintain enrollment targets. Develops and maintains a Parent Center at the academy. Creates partnerships with community businesses and industries, provides activities that engage parents, students, and community stakeholders. Is focused on student recruitment and enrollment using a variety of digital marketing tools and resources.

Essential Duties and Responsibilities

- Operates as an advocate for the Indianapolis STEAM Academy to achieve the mission, vision, and goals of the organization;
- Provides activities that support and engage parents and community members to accomplish the mission and goals of the Academy;
- Develops and provides outreach materials and resources for marketing and branding;
- Creates and distributes information to parents and community members including school programs and activities;
- Works with bilingual parents to assist with translation of outreach materials;
- Develops an on-going relationship with community and faith-based organizations to share information about the Academy and identifies additional community resources;
- Provides information and resources through the Parent Center to support parents and students with their academic and non-academic needs;
- Serves as a liaison for parents and students;
- Hosts parent workshops and meetings of interest to the community and assists with outreach efforts of the STEAM Parent Advisory Council and STEAM Community Advisory Council;

- Conducts parent and community surveys to gauge the perceptions of all stakeholders;
- Coordinates recognition efforts for parents, community, and volunteers; and
- Maintains reports and supporting documents to meet State/Federal guidelines and requirements of authorizers.
- Prior experience with marketing and recruitment of students;
- Digital Marketing skills and experience with student enrollment processes;
- Experience serving as an advocate for students and parents;
- Knowledge of family and community engagement research-based practices;
- Strong computer skills, particularly with spreadsheets and word processing;
- Excellent written, public speaking, presentation and facilitation skills;
- Ability to host parent meetings off school sites and in the local community and neighborhoods;
- Ability to work collaboratively with the academy leadership team, parents, and community stakeholders.
- Understands and respects the diversity of families' economic, linguistic, and cultural backgrounds and situations.

Preferred Qualifications

- Bachelor's degree in related field or working towards this degree.
- Experience serving as a parent liaison.
- Prior experience with community service.
- Prior experience developing community partnerships

Knowledge, Skills, and Abilities

- Demonstrates knowledge of content area subject matter and the STEAM Curriculum.
- Ability to multitask and provide reports and adhere to Special Education guidelines and deadlines.
- Ability to use Microsoft Office platforms such as Word, PowerPoint, Excel.
- Ability to use PowerSchool Student Information System Teacher Portal, Attendance, Enrollment, and Grades Portal, and maintain lessons in Schoology to support E-Learning.
- Very good oral and written communication skills.
- Ability to implement diagnostic, formative, and summative assessment tools.
- Keeps abreast of current research-based instructional strategies to enhance the STEAM curriculum.

Work Environment

- Normal office/classroom conditions with moderate noise levels.

Physical Requirements

- Physical Requirements 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 10 pounds.

"Preparing Today's Students for Tomorrow's Careers!"