



THE MISSION PREPARATORY SCHOOL

every child. every minute. every day

## Job Description: Systems Coordinator (SC)

**The Mission Preparatory School, a K-8, college-preparatory, tuition-free, public charter school in San Francisco's Mission District, is accepting applications for a Systems Coordinator for the 2019-20 school year. The Systems Coordinator will create and manage school wide data systems to ensure excellence in operations and compliance.**

### Our Mission

The Mission Preparatory School equips K-8 students with the knowledge, skills, and strength of character needed to succeed in college and serve as leaders in their communities. Our commitment to college preparation is supported by a "whatever-it-takes" approach that maintains the highest expectations and accountability across the board, from leadership, to teachers, to students.

### Our Background

Mission Prep was founded by a diverse group of Bay Area leaders from a variety of sectors who share a commitment to expanding educational opportunity, particularly for children growing up in low-income communities who lack access to high-performing schools. Awarded a charter by the California State Board of Education in September 2010, Mission Prep opened with 50 Kindergarten students in August 2011, earned charter renewal from SFUSD in 2015, and continues to grow by one grade per year through 8<sup>th</sup> grade. In our 9<sup>th</sup> operational year (2019-20), Mission Prep will serve students in grades TK - 8, and will be preparing to send our founding class off to high school.

### Our School

The Mission Preparatory School's design is based on the core characteristics common to the highest-performing urban charter schools in the country. We integrate academic rigor, structured school and classroom environments, social-emotional learning principles, and individualized support to ensure college preparation and leadership development for all students. Mission Prep operates with an extended school day (7:40am-4:00pm), extended school year (190 days), and extensive professional development support for teachers, including 28 full days throughout the year and two hours every Wednesday afternoon.

### Our Results

On the California Smarter Balanced Assessments, Mission Prep students exceeded state and district averages in ELA and Math, making us the top-performing school for Latino students in San Francisco and earning a 10 (out of 10) Similar Schools rating. We are committed to continuing to improve our instructional program and educational practice in order to ensure Mission Prep students achieve ambitious academic goals and complete 8<sup>th</sup> grade prepared to access and succeed in college-preparatory high schools and higher education.

### Our Team

The Mission Preparatory School is conducting a nationwide search for educators who share our commitment to high expectations for every child and who will do all that it takes to put each Mission Prep student on the path to college. Our team works hard, works together, and takes ownership for the overall success of our students and school.

### Responsibilities:

- Support the School Leadership Team with data management and assessment preparation
- Embody the mission and vision of Mission Prep and uphold the school's culture of high expectations
- Create and manage school wide tech systems, including G-Suite, Drive, and internal trackers (School Pathways, Schoolrunner, etc.)
- Support ELT in area of compliance and reporting while ensuring strong data fidelity within and between systems
- Report to the Executive Director and complete action steps by deadlines
- Support the ELT as an active and participatory member that drives towards outcomes
- Work collaboratively with the Executive Leadership Team to ensure school wide outcomes are met

- Problem solve to align systems and to ensure fidelity of data
- Explore new methods of data collection and data analysis to improve our systems
- Complete administrative and operational duties in accordance with school needs and deadlines
- Coordinate and participate in school-wide events, including community meetings, field trips, and other activities
- Managing tech system and team, direct support of Technology Assistant

**Qualifications:**

- Bachelor's degree; Master's degree preferred
- Experience working in school environment preferred
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational and planning capacities
- Expertise in G-Suite programs and functions
- Ability and desire to influence, motivate, support, and challenge others
- Proven expertise in systems management and data configuration, as well as with spreadsheet functions
- Openness to feedback and commitment to developing continually as a professional educator
- Accountability for meeting school goals

**Start Date:**

June 2019