



SOAR Academy is a Tacoma charter public school committed to providing an enriching and welcoming school community for a diverse student body from across Pierce County. First opened in the fall of 2015, SOAR currently serves K-3rd grade students and will grow to serve 4th and 5th grade students in the 2018-2019 school year. SOAR will continue to grow until reaching its full size as a K-8 school.

At SOAR, all learners are provided with a highly rigorous, engaging and personalized education, along with the individualized supports they need to thrive within an inclusive educational setting. Through the practice of culturally responsive pedagogy and strategic arts integration, we ensure students are developing the critical thinking skills and healthy habits of mind that are necessary for success in both school and life. As a member of a trans-disciplinary school-based team, the school leader will help prepare all students to be productive, contributing members of our increasingly global community and economy.

WWW.SOARACADEMIES.ORG

SOAR ACADEMY

Enrollment Coordinator

2018 - 2019

The **Enrollment Coordinator** works in close partnership with the school's leadership team to inform and educate the community about the school's model, mission and vision, seeking to enroll interested youth as future SOAR scholars! The Coordinator's responsibilities include community engagement, strategic partnerships, database upkeep, operational support and detailed project management.

JOB DUTIES:

- ▶ Work effectively as a member of a transdisciplinary team
- ▶ Research, develop and disseminate materials that promote a greater understanding of the school's model, vision and mission
- ▶ Participate in strategic planning and execution of a student recruitment and enrollment plan in partnership with other local charter schools
- ▶ Manage special projects related to the strategic needs of the school's community
- ▶ Maintain a flexible schedule that allows attendance at community events, including ones that may be scheduled during evenings and weekends
- ▶ Represent Seneca Family of Agencies and SOAR in external meetings as assigned
- ▶ Assist with general office and administrative tasks as needed
- ▶ Fulfill other responsibilities as assigned

JOB QUALIFICATIONS:

- ▶ Bachelor's degree required
- ▶ Strong knowledge and understanding of the Tacoma community
- ▶ Experience and knowledge of education or other programming for children
- ▶ Strong written and verbal communication
- ▶ Strong computer skills, including the Microsoft Office Suite
- ▶ Washington Driver's License and ability to be insured by Seneca's automobile policy
- ▶ Clearance of TB test, fingerprints, and any other state or federal requirements

Equal Employment Opportunity Commitment

SOAR Academy is an equal opportunity employer and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification and provides equal access to the Boy Scouts and other designated youth group that is protected under applicable local, state or federal law. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator:
Assistant Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-6759

Civil Rights Coordinator:
School Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-675

504/ADA Coordinator:
School Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-6759

Please email a resume and cover letter to jobs@soaracademies.org