



## Position Available: Parent Advocate

DCSRN seeks outstanding applicants for the position of Parent Advocate. The Parent Advocate is part of a team responsible for implementing primary programming aimed at expanding access to quality public school options for DC students from historically underserved communities. This is a part-time position that reports to the Manager of Program Data and Director of Programs and Communications. Multiple positions are available.

### About DCSRN

DCSRN was founded in 2008 with the mission of educating, organizing and advocating to build support for public education strategies that prepare kids to become college and career ready. DCSRN believes public schools can and should be the best in the nation and that every student in DC should have a high quality school, principal and teacher.

### About the High Quality Schools Campaign

Parents in Washington, DC, have a high degree of choice when selecting a school for their child and, with so many options, parents frequently want and need support determining which schools are the highest quality and are a good fit for their child. The process for applying to a different school can be complicated and confusing, which puts families from underserved communities at a disadvantage as they navigate the application process. DCSRN seeks to level the playing field of access to quality public schools, specifically those living in underserved communities. DCSRN's High Quality Schools Campaign (HQSC) was developed as a direct response to fill this gap and supports families in applying to, enrolling in and persisting (maintaining enrollment) in quality schools.

### Position Summary

The Parent Advocate acts as a personal coach for families as they navigate the DC public school lottery process, many of them for the very first time. Advocates provide resources and assistance as needed for families to complete the lottery application, and, if a family is matched, take steps to ensure that families complete enrollment in quality schools.

### Responsibilities

The Parent Advocate is specifically responsible for the following activities:

- Become proficient in DCSRN's original HQSC materials (curriculum, checklists, virtual school tours, workshops, trainings);
- Become proficient in the My School DC common application process and in charter school application processes not participating in My School DC
- Have a working knowledge of public school quality rating systems, including but not limited to the Performance Management Framework and the OSSE Classification System;
- Support HQSC families representing 100 to 120 students in their pursuit of quality public schools by regularly communicating with HQSC participants (e.g., via phone and/or in-person);

- Consistently and meticulously collect and input HQSC data into DCSRN's data management system (Salesforce);
- Represent DCSRN at assigned community meetings and events;
- Participate in and provide progress updates during weekly, evening check-ins;
- Meet deadlines and submit information in a timely manner;
- Work collaboratively with parent advocate colleagues and other DCSRN staff; and
- Guide parents using virtual school tours.

### **Qualifications**

The ideal candidate for this position possesses the following qualities:

- Strong commitment to and extensive knowledge of issues of education and equity in Washington, DC, particularly in Wards 7 and 8;
- Ability to maintain a relentless drive to achieve program success and determine necessary workarounds;
- Proficiency in data management systems, including Salesforce;
- Experience phone banking, canvassing, or calling families;
- Proven ability to work with people of diverse economic and educational backgrounds;
- Ability to take initiative and work independently while functioning in a team environment;
- Must own a computer and have home, high speed internet;
- Sales and/or customer service experience a plus;
- Bachelor's degree preferred;
- Excellent interpersonal skills;
- Bilingual Spanish/English a plus;
- Access to transportation a plus;
- Ability to work evenings and weekends.

### **Compensation**

Parent Advocates receive a semi-monthly stipend during the 2018-19 school year that can total up to \$20,000.

### **Contact and Directions**

Please send a cover letter, resume and three references to [hire@dc.schoolreform.org](mailto:hire@dc.schoolreform.org) as one complete document with "Parent Advocate Application" in the subject line. *Please save documents clearly* listing your first name, last name and name of document (e.g., "JaneSmith\_ParentAdvocateApplication"). No phone calls.