

Date of Availability: 2021-2022 School year

Date Closing: Open until filled

Location: Blaine

Job Title: 1.0 FTE Student Engagement Coordinator

Reports To: Executive Director

Department: High School (Grades 9-12 ages 14-21)

About Paladin:

At Paladin Career & Technical High School, a small public charter school in Blaine, MN, it is our belief that building strong relationships is at the core of each student's educational success. Our mission is to help students realize their own potential and to provide an environment in which they thrive. Our students come from various socio-economic and cultural backgrounds. Paladin is immensely fortunate for its diversity, which enriches the educational process where individualized programming supports the needs and interests of each student, thereby maximizing the potential for success. With this in mind, students are engaged in their education through a combination of project-based learning, experiential learning, work-based learning, and seminars (short, focused classes). Dedicated advisers, referred to as Student Success Coordinators (SSC's), build positive relationships supporting student growth as both educators and role models.

To Apply:

- Complete the [online Paladin Employment Application](#)

Position Objective:

Coordinate and facilitate a positive, successful, and hopeful community culture within the learning community to increase students' potential for academic success in high school and beyond. Every student has the right to an equitable education, opportunities for advancement, and to belong in their communities. The Student Engagement Coordinator will play an essential role in identifying and removing the barriers and dismantling the harmful systems that prevent students from learning and reaching their full potential.

Duties and Responsibilities:

- Identify, track, and monitor students with established patterns of poor attendance (chronic absence)
- Identify students at the highest risk of truancy
- Identify and put into practice early truancy intervention strategies using a trauma-responsive approach
- Understand the school-to-prison pipeline and our role in disrupting this trend
- Connect with and establish ongoing relationships with families
- Serve as an advocate with each of your students and his/her/their stakeholders and school-related services (IEP meetings, conferences, social agencies, etc.)
- Collaborate as an active member of the Care Team (social worker and counselors) to provide school-wide social emotional programming

- Monitoring/help with oversight of our food shelf and clothing closet
- Connect with other organizations/community partners to meet the needs of our students and families that extend beyond the scope of the school's resources
- Perform outreach to grow and strengthen current and new community partnerships
- Connect to internal resources and create strategies collaboratively with teachers, Student Success Coordinators, and the Care Team for maintaining engagement
- Contact students through phone calls, texts, emails, and home visits as needed
- Good communication skills are highly necessary
- Assist students in developing soft skills, such as communication, mentoring, balancing responsibilities, identifying their own obstacles, problem-solving, and relationship building
- Lead experiential learning opportunities
- Drive students to and from school in a school-issued van

Other Duties As Assigned by Executive Director

Experience and Qualifications:

A degree in Social Work or a MN School Social Worker License. College degree preferred in like or similar fields (Youth Studies, Sociology, Liberal Arts Degree, etc).

Experience in the following areas is preferred, but not required. Additional training will be provided.

- Restorative practices
- The Circle process
- Trauma-responsive approach
- Knowledge of risk factors facing youth
- Adverse Childhood Experiences (ACEs)
- Experience in a multicultural environment
- Passion for diversity and equity
- Culturally and socially aware of social injustices that impact our students
- Previous work with disenfranchised high school-aged youth
- Knowledge of community resources/partnerships
- Knowledge of and experience with the juvenile justice system
- Knowledge of Minnesota truancy laws

Commitment to Equity: Studies have shown that women and Black, Indigenous, and People of Color (BIPOC) are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

Job Term:

Full Time, 10 Month

Work Hours: 8 hours per day (7:30 a.m. to 4:00 p.m.), Monday through Friday

Salary and Benefits:

Salary is dependent on education and years of experience in the field. Paladin offers a salary and benefits package that is competitive with surrounding school districts in the area including employee health, dental, life, short-term, and long-term disability insurance. Dependent coverage is available at group rate costs. As a public school, Teachers Retirement Association (TRA) or Public Employees Retirement Association (PERA) is included within the benefits package.

A reimbursement program for post-secondary education and training is available for qualifying employees.

Review of applications will begin immediately and continue until the position is filled.

For Additional Information:

REL/TPT Learning for a lifetime Documentary

Website: www.paladincareertech.com

Facebook: facebook.com/PaladinCTHS

Instagram: instagram.com/paladincths/

Youtube: Discover a Better High School Experience at Paladin Career Tech

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Submit the following information via e-mail, fax, or attached to the form above:

- Cover Letter
- Resume
- Reference List (minimum of three contacts)
- Transcripts (or proof of licensure)
- Reference Letters (optional)

Attn: Brandon Wait, Executive Director

Email: employment@paladincareertech.com

Fax: 763-786-4798

Phone: 763-786-4799

Mail: Paladin Career and Technical High School

308 Northtown Drive

Blaine, MN 55434

Equity Vision: Paladin Career & Technical High School is committed to ensuring an equitable and respectful educational experience for every student, family, and staff member, regardless of race, gender, gender identity, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, or physical appearance. Paladin Career & Technical High School seeks individuals who embody this commitment.

