

WALTHAM FAMILY SCHOOL PROGRAM COORDINATOR

Since 2003 the Waltham Family School (WFS) has been the family literacy program of the Waltham Public Schools, providing educational opportunities for families learning English which prepare the children for success in school and empower the parents to be partners with the schools in the education of their children. The WFS mission is to empower English learner families to be literate, self-sufficient, and connected to the greater Waltham community.

The purpose of this position is to have an individual serve as the administrator and educational leader of the Waltham Family School (WFS), Waltham's Even Start Family Literacy Program, for EL families and their preschool children. The Program Coordinator is responsible for the overall management of WFS, including planning; integrated curriculum development; program evaluation; outreach to families; staff hiring, supervision and development; volunteer recruitment and supervision; financial management; fundraising; and facilities operations.

In advancing the mission of the WFS, the Program Coordinator must communicate effectively with a diverse range of stakeholders, including parents, WFS staff, volunteers, alumni, WPS educators and administrators, and community partners. The WFS Program Coordinator will be expected to collaborate with the English Language Learners department, Special Education department, and school principals to assure the WFS program meets the educational needs of Waltham families. The Program Coordinator will work in partnership with the educational leaders of the Waltham Schools to further Waltham Schools ongoing efforts to build equitable systems across the District. This individual will work closely with the Friends of the WFS, Inc. (FWFS) on fundraising and advocacy initiatives on behalf of WFS. The Program Coordinator will partner with community agencies for recruitment of families, program planning, and support services.

Qualifications: Qualified applicants must forward cover letter, resume, transcripts, proof of DESE license or EEC certification if attained, and three current letters of recommendation.

Education, Training and Experience

1. Minimum of 3-5 years experience in leadership and management in family literacy, family support services, early literacy, early childhood education or adult education
2. Experience and competencies in working in a multiracial, multilingual, and multicultural environment
3. Spanish fluency preferred
4. Bachelor's degree from an accredited college or university.
While applicants with advanced degrees in education, human services, social work, or related fields are encouraged to apply, we also recognize that there is a wide range of backgrounds and experiences that might prepare one for success in this role

Knowledge Required

1. Educational issues and operations of public schools
2. Language acquisition
3. Family literacy
4. Current family engagement research and practices
5. Immigrant experience in U.S.

6. Current research and practices in English Language Learner education for children and ESOL for adults
7. Early childhood education in a classroom setting

Abilities Required

1. Communicate effectively in English, orally and in writing, with parents, staff, WPS Superintendent and administrators, and community organizations
2. Apply technology to meet the needs and duties as outlined in the job description
3. Manage staff effectively and carry out staff evaluation and supervision program
4. Prepare and administer a budget in a cost-effective manner
5. Maintain information and records
6. Work independently to complete all aspects of the job
7. High level of self-motivation and commitment to program goals

Skills Required

1. Excellent managerial, leadership and communication skills
2. Management skills fostering a team approach
3. Communicating effectively with individuals of varied cultural, linguistic, and educational backgrounds.
4. Developing positive relationships with parents, staff, alumni, and community partners
5. Continuously evaluating and improving programs and activities
6. Entrepreneurial skill to launch and develop new initiatives
7. Working collaboratively with WPS administrators and FWFS Inc. to build and sustain the program

Supervision Scope

Performs varied and responsible duties with considerable latitude for independent judgment and action while planning, administering, and executing duties. Works independently and in concert with others.

Supervision Given and Received

Work under the general direction of the Superintendent of Schools. Hires, supervises, and evaluates all WFS staff. Is evaluated by the Superintendent of Schools.

Description of Duties:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Builds positive and caring culture, climate, and community within the WFS.
2. Recruits, hires, supervises, and evaluates Waltham Family School staff.
3. Provides staff leadership, development, and training. Provides opportunities for effective staff development that addresses the needs of the program and needs of the staff.
4. Recruits and supervises volunteers and interns.
5. Integrates technology to meet the goals and objectives of the WFS program.

6. Responsible for all financial reporting, budget preparation, analysis, and all expenditures of the Waltham Family School.
7. Maintains an effective purchasing, accounting, and inventory system for all WFS materials and equipment.
8. Completes in a timely fashion all records and reports as required by law and regulation or as requested by the Superintendent. Maintains program records, including financial, budget, attendance, and family data.
9. Communicates in a timely and effective manner with administration, staff, parents, alumni, volunteers, and community partners.
10. Assumes responsibility for the health, safety, and welfare of students, personnel, and visitors. Develops clearly understood procedures and provides regular drills for emergencies and disasters, following state, local and WPS guidelines. Notifies the Superintendent immediately of any unusual circumstances.
11. Works with facilities staff to assure safety and maintenance of the WFS facility.
12. Plans and participates in outreach to eligible Waltham families.
13. Conducts and coordinates family intake and orientation.
14. In collaboration with the staff and community partners, plans and develops the educational program for the preschool children and adult learners, including the Interactive Literacy component.
15. Communicates regularly with the Superintendent about the needs, successes, and general operation of the school.
16. Regularly assesses the needs of the program and its participants and advocates for those resources.
17. Works in partnership with the Friends of the WFS, Inc. (FWFS) assisting with fundraising for WFS sustainability. Ex officio member of the FWFS Board; attends meetings, reports on WFS as requested, assists with grant proposals, participates in FWFS events, and contributes to FWFS advocacy initiatives for WFS.
18. Uses confidential information for professional purposes only.
19. Performs other duties as directed by the Superintendent.

SALARY: Commensurate with Experience and Skills

WORK YEAR: Twelve-month contract

APPLY HERE: <https://www.schoolspring.com/job.cfm?jid=3489961>

Non-Discrimination Notice: Waltham Public Schools does not discriminate on the basis of race, color, religion, disability, national origin, gender, gender identity or sexual orientation.



Waltham Public Schools has partnered with the Massachusetts Partnership for Diversity in Education (MPDE) in our effort to welcome diverse candidates to our school system. We value and prioritize the hiring of educators who bring a wealth of perspectives and experiences to our schools, and who reflect the diversity of the students we serve.

MPDE is a collaborative of public school districts with a 40-year uninterrupted history committed to supporting the interest of its members to increase the numbers of teachers of color for their schools by providing recruitment support and related services.



Waltham Family School Program Coordinator Search

Spring 2021



*Together we learn
Together we read
Together we succeed!*

Waltham Family School

The Waltham Family School (WFS) was originally funded by a federal William Gooding Even Start Family Literacy grant in 2003. Of the initial 22 Even Start programs in Massachusetts, WFS was one of only three to retain federal funding through the end of Even Start in 2012. Today, the WFS is the only surviving program in Massachusetts.

During its first year of operations in 2003, WFS served 19 families. Over the past 18 years, the program expanded to meet the growing need for English literacy programs in Waltham. Prior to the pandemic, WFS served approx. 40 families annually. In 2020-2021, the program is serving 7 families in-person and 15 families are working with individual tutors in a remote setting.

The program typically would have WFS families attend school four mornings/twelve hours per week. The children are enrolled in a language and literacy rich preschool class, which helps them develop the pre-reading and prosocial skills they will need to succeed in school. At the same time, in the same building, their parents attend English for Speakers of Other Languages (ESOL) classes that include speaking, reading, and writing English, parenting resources and basic computer and job readiness skills. Once a week, the parents and children share integrated family literacy activities where they read, play, and learn together.

WFS Population

WFS serves English Learner families with low levels of income and education:

- 60% of parents have a 6th grade education or less in their home countries, and several have never had the opportunity to attend school.
- 100% meet HUD low or very low-income guidelines
- 90% of parents are from Central and South America, with others from Asia and Africa.
- In 2019-2020 of the 37 families, WFS served 71 children, including preschool children and siblings in Grades K-12.



Partnerships and Community Support

A component to the success of the Waltham Family School is working with many community partners. Key partners come from a variety of places and contribute in multiple ways, including preschool services, programs on health, volunteer hours and more. Key partners include:



- [Waltham Public Schools](#)
- [City of Waltham](#)
- [Communities United, Inc.](#) and [Waltham Creative Start](#)
- [Bentley University](#) and [Brandeis University](#)
- [Chapel Hill-Chauncy Hall](#) & [Running Brook Camps](#)
- [Family ACCESS of Newton](#)
- [Waltham Public Library](#)
- [Friends of the Waltham Family School, Inc.](#)
- Community volunteers, who contributed over 2,500 hours in 2018-2019

Friends of the Waltham Family School, Inc.

The Waltham Family School is funded through a unique private-public community partnership between the Waltham Public Schools, the City of Waltham and the [Friends of the Waltham Family School, Inc.](#) (FWFS). The Friends of the WFS raises funds for 25 percent of the operating budget of WFS, and the Waltham Public Schools and City of Waltham contribute the other 75 percent.

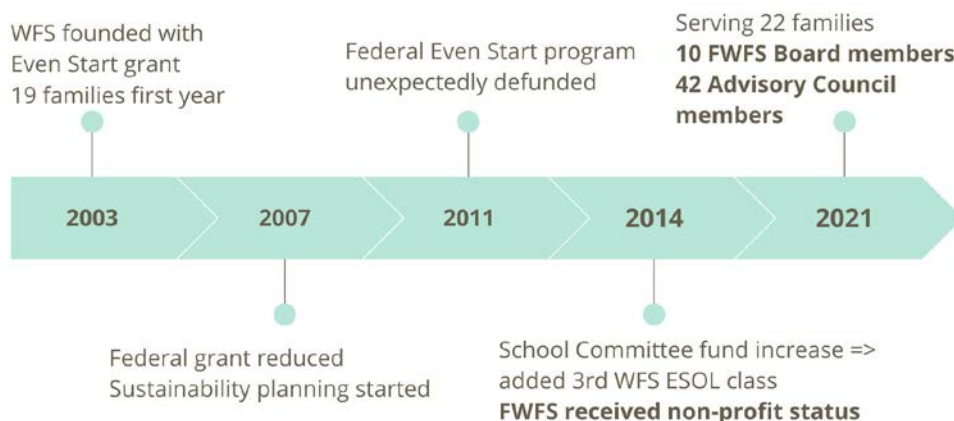
The FWFS Board consists of volunteer board members who are dedicated to the mission of the Waltham Family School. The Board works to cultivate donors, sponsors, recruit potential volunteers and advocates for the WFS. As part of its work the FWFS manages the WFS website and social media, creates fundraising campaigns and assists with grants identification and writing. The FWFS Board also established an Advisory Council in 2015 to assist in building awareness in the community. All this happens in collaboration with the WFS Program Coordinator.

In 2019 the FWFS Board worked with consultants to improve its efficiency. As a result, the Board established three committees to oversee different areas of its fiduciary responsibilities: Development, Finance and Sustainability, and Governance Committees. All Board members serve on a committee with the exception of the Board President, who is invited to all meetings. Other ad hoc committees can be created to tackle specific projects

or events. The Board meets 10 times a year and each committee establishes its meeting schedule according to workload and responsibilities.

[FWFS Annual Report 2019-2020](#)

WFS - FWFS Timeline



WFS Alumni

Since 2012, program outcomes have been measured by self-reports by current parents and alumni, and internal tracking of high school graduation rates of former preschool students, methods which are within the current operating capacity of the program.

WFS alumni parents are actively engaged, successful partners with the Waltham Public Schools. They serve as school volunteers, are active members of PTOs and leaders of the Latinx Family Leadership Workshop. Recently four WFS alumni were chosen to be Parent

Liaisons for the English Learner program and to serve on the Reopening Advisory Council of the Waltham Public Schools.

WFS alumni consistently return to WFS to volunteer, whether in the preschool and ESOL classrooms, or participate and contribute to planning special fundraising events, including the *Fiesta! for WFS* and *WFS Family Fair*.



WFS Alumni volunteers at the annual Family Fair in 2019

In 2016, WFS had its first longitudinal impact data when the children from the WFS preschool class who entered kindergarten in 2003 graduated from Waltham High School. All five met the 4-year graduation cohort standard of the state; this 100 percent graduation rate compared to 84% for the state and 82% for Waltham.

From 2016-2020 a total of 34 WFS alumni children (100% of former WFS preschoolers living in Waltham senior year) have successfully graduated from Waltham High School, all college and career ready.

In 2020, ten former WFS students graduated from Waltham High School:

- 5 of the students were accepted to 4-year colleges
- 3 of the students were accepted to 2-year colleges
- 2 were employed
- 3 of the students received the prestigious Seal of Biliteracy from the State of Massachusetts

Other of WFS parents' achievements include obtaining drivers licenses, US citizenship and GED. WFS Alumni are visible participants in community events, serving as volunteers and board members in community organizations.

More Info

<https://walthamfamilyschool.org/>

Facebook: WalthamFamilySchool

Twitter: @Wal_Fam_School

