



Position Description

School Quality Ambassador

The Role of the Ambassador

School Quality Ambassadors help the Cleveland Transformation Alliance create a community of families, educators, residents and others who are well informed around topics of quality education, enrollment, equitable access, and school choice. Working directly with community partners and families through one-on-one contact, in small group meetings, and at public events, Ambassadors engage Cleveland families and other partners in conversations about school quality and access and provide families with information about school options.

As part of their work with the Transformation Alliance, Ambassadors will help support our neighborhood-based grassroots engagement strategy, and:

- Gain a thorough understanding of *Cleveland's Plan for Transforming Schools* and the role of the Cleveland Transformation Alliance;
- Develop a familiarity with the city of Cleveland and its local service institutions and agencies;
- Learn about the barriers facing families in navigating the school choice system; and
- Continue to develop their ability to engage one-on-one with families and provide them with the information they need to make informed decisions about their children's education.

Job Responsibilities

- Attend Ambassador professional development trainings and monthly Ambassador meetings;
- Attend local community events on behalf of the Transformation Alliance (may require evenings and weekends);
- Engage families one-on-one at community events;
- Engage in regular conversations with families, residents, and community partners about school quality;
- Communicate about current *Cleveland Plan* updates, educational information, and Transformation Alliance updates;
- Support the strategic engagement efforts around the *School Quality Guide* during enrollment season;
- Show parents, families, and community partners how to use the *School Quality Guide* and navigate myCLEschool.org;
- Build relationships with the Transformation Alliance's community partners, parents, and families;
- Conduct school visits in their region of the city, and city-wide when needed;
- Seek out and create new engagement opportunities for the Transformation Alliance;
- Collect school reviews from community members;
- Track their own time and engagement activities.

Qualifications

- Commitment to understanding and embracing public school choice and advocacy for quality schools regardless of operator (public district and public charter);
- Capability to serve as a credible source of information for families and community partners about school quality in Cleveland;
- Flexible schedule and ability to attend local community events on a regular basis;
- Willingness to visit and actively engage with district and charter schools across the city;
- Self-motivation to continuously develop a broad knowledge of schools across the city, both district and charter, and develop deeper knowledge of schools in a particular service area;
- Ability to work independently and as a team;
- Maintain a positive and cheerful demeanor at outreach events and in conversations;
- Demonstrate ability to work with diverse communities;
- Possess strong written and verbal communication skills;
- Maintain regular, consistent attendance and hours of work;
- Successfully complete background screening. Please note: Past criminal convictions are not immediate disqualifications to employment;
- Experience working in low-income urban communities a plus.

Time Commitment

Ambassadors will be employed on an 11-month contract for 20-25 hours per month from January- November 2019, with the option for annual renewal.

Compensation

Ambassadors will receive \$20/hour

How to Apply

Submit the application, letter of interest, and a copy of your resume to:

Catherine.Smith@clevelandTA.org with the title of the position as the email subject line.

Please include a preference list of neighborhoods you would like to serve.

For primary consideration, please submit your materials by December 5, 2018, at 5:00PM.