

The mission of the Latino College Preparatory Academy is to enable underserved high school English Language Learners to become bi-literate in their primary language, English, mathematics, and science. These skills will ensure their ability to successfully complete requirements for a high school diploma and pursue the post-secondary educational opportunities of their choice.

By "English Language Learners" we mean: Students whose primary language is not English

By "Bi-Literate" we mean: Proficient in all four domains: reading; writing; listening; and speaking in their primary language and English.

THE NHU FOUNDATION:

Background: The NHU Foundation is a California nonprofit public benefit corporation founded in 1984 for the purpose of operating the National Hispanic University, a University offering college opportunity to those who would otherwise not be afforded such an opportunity by traditional colleges and universities. In 2001 the University founded a public charter high school, Latino College Preparatory Academy. In April, 2010 the University was sold to the Laureate Education Group and international operator of colleges and universities. The Foundation maintains an interest in the University and continues to operate the charter high school.

Board of Trustees: The Foundation's Board of Trustees consistent of nine prominent business persons with extensive involvement in the field of education. The Boards chair is employed as a full time President and Chief Executive Officer of the Latino College Prep. Four appointed board members serve as the public board of the charter high school.

Programs: The Foundation manages and administers \$2 million dollars of scholarship and grant programs including a NASA STEM grant to train teachers in Science and Math, a DOE FIPSE grant to develop masters in special education, and an NSF grant in Extreme Science for high school students.

Mission: It is the mission of the Foundation to (a) support the mission of its high school by promoting programs for ELL students (b) support the mission of the National Hispanic University's teacher training programs(c) create and support teacher training programs specifically directed at low achieving ELL students and (d) create and develop programs aimed at preparing middle school low achieving ELL students for high school. By "low achieving" it is meant to direct its efforts to students who are CST testing below and Far below Grade Level.

LCPA SCHOOL PROFILE:

Latino College Prep operates under a charter from the Eastside Union High School District, with the focus being students most of whom are English Language Learners. These students enter into the 9th grade with varying levels of proficiency in English as well as academic achievement. **Seventy – five per cent of our students STAR test at Below Basic and Far below basic.**

95% of the students are from low income areas and qualify for free and/or reduced meals during the school day. The parents' average level of education is third grade.

The school is located on the campus of the Mt Pleasant Elementary School District adjacent to the Ida Jew Academy (a k-8 charter school) and the August Boeger Middle School. Plans to develop joint programs with these adjoining schools are in progress.

ADA is 400 with an increase by 100 students per year anticipated beginning in 2012. Growth plans also include the expansion of its Early University Program in partnership with the National Hispanic University and the offering of independent study online courses as well as credit recovery courses.

Test Scores (API) were 625 in 2009 and increased to 671 in 2010. Further improvement in test scores is expected in 2012. However the success of the school is measured more by its **high retention and graduation rate (95%) and the number of students who are either UC or CSU eligible (60%) and the overall number who are college ready upon graduation (90%)**. Approximately 25% of upper division students are enrolled in the Early University Program at the National Hispanic University taking fully transferable college credit courses.

Faculty is 23 fulltime, plus a counselor and special ed instructor. Administration is managed by the Director of school operation, two associate directors and a Director of Data and Assessment. A business plan is being developed to increase faculty technology resources that would measure student progress as well as staff development. The school charter is in effect through 2016.

The high school, which opened in 2001, is operated by The NHU Foundation, a nonprofit, public benefit corporation. The Foundation administers federal grants which benefit the math and science programs at the school.

PARENT COMMUNITY COORDINATOR

JOB DESCRIPTION

PRIMARY PURPOSE:

The overall purpose of this position is to increase student attendance, and graduation and college going rates by coordinating and implementing parent involvement in educational programs and school activities; while promoting and facilitating positive parent, student and school relationships.

PRIMARY RESPONSIBILITIES INCLUDE:

- Identify and respond to family and student needs in order to develop programs, plans and activities that will address the needs of our overall parent, student community.
- Make home visits for the purpose of identifying parent needs related to their child's education.
- Developing an appropriate and coherent set of educational workshops that will inform and educate parents about graduation requirements, the importance of their role on actively participating in their child's education, and the need for setting higher standards and expecting their students to attend and graduate from college, amongst others.
- Preparing for, and facilitating parent workshops.
- Create an assessment platform, document outcomes, objectives, activities, and designing plans to engage students and parents in school related events.
- Design a plan that will help increase parent understanding of LCPA and how their students can best benefit from our programs.
- Bridge communication gaps between parents, students and LCPA staff.
- Create and submit reports
- Actively participating and maintaining an appropriate environment for students to engage in, and take ownership of their education.
- Identify and build collaborative relationships between LCPA and other community organizations that can serve parent needs.
- Participate in staff meetings and activities including but not limited to parent conferences, training workshops and/or other school activities.

- Support Recruitment Coordinator, all existing parent organizations, student success center and student activities coordinator when necessary.

Other Functions

- Assist with special projects as assigned.

This position will report to:

This position reports to the Student Success Center Coordinator

MINIMUM QUALIFICATIONS:

- AA degree, 4 year college degree preferred
- Has an understanding of the needs, related to education, of the Parent Latino Community
- Fully bilingual in Spanish.
- Strong public speaking skills, preferably in Spanish.
- Valid CA drivers license

COMPENSATION:

Salary at 40-45K depending on experience

SCHEDULE:

- This is a full time salary position due to start August 1st
- Hours will be flexible to accommodate evening and Saturday meetings.

BENEFITS:

Dental, Medical and Vision

ADDITIONAL REQUIREMENTS:

- Fingerprint clearance
- TB screening results