

# COMMUNITY PARTNERSHIP SCHOOL

*A Partnership between Germantown Academy and Project H.O.M.E.*

## **Contact Information**

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## **Organization Overview**

Community Partnership School was founded in 2006 by Germantown Academy, the nation's oldest non-sectarian day school in the U.S., and Project H.O.M.E., the fastest growing social service non-profit in Philadelphia, to address achievement gap concerns in North Philadelphia and, by extension, the city. CPS is a private, independent school serving 89 students in grades Pre-Kindergarten through Fifth and an alumni cohort spanning Grades 6-9.

Located in an under-resourced neighborhood in North Philadelphia, CPS offers low-wealth, low-income families a high-quality, affordable elementary school alternative for their children. The need for quality school alternatives in Philadelphia, specifically in the Strawberry Mansion neighborhood in which our school is located, is enormous. 66% of adults in our zip code area do not have a high school diploma and 96% lack a bachelor's degree. The average SAT verbal score for students attending neighborhood high schools is 300 points (out of 800). Additionally, just two years ago, more than 75% of the students in our neighborhood who actually graduated from high school failed some portion of the annual standardized test administered state-wide that spring. Now its ninth year of operation, CPS launched its first class of fifth grade graduates in June 2011. Since that time, three subsequent classes of fifth graders have also graduated from the School. Members of the Classes of 2011-2014 have been accepted into 6<sup>th</sup> grade classrooms at some of Philadelphia's most prestigious and rigorous middle schools, including, but not limited to: Abington Friends School, Germantown Academy, Greene Street Friends School, Green Woods Charter School, The Haverford School, Hope Partnership for Education, Independence Charter School, Norwood-Fontbonne Academy, Springside Chestnut Hill Academy, Young Scholars Charter School, Waldron Mercy Academy and William Penn Charter School (PC).

## **Position Detail**

**Title:** Enrollment Associate & Alumni Coordinator

## **Responsibilities**

*Coordinate and Maintain Alumni Support Initiatives*

Community Partnership School is committed to the lifelong academic, social and emotional growth and success of its students, even after they have graduated from the School. Through our Alumni Support Initiative, CPS seeks to build strong and supportive partnerships with our graduates, their families and their current schools, to help maximize each student's individual potential and to fulfill our mission of successfully preparing urban students for competitive middle and upper schools and colleges.

The Haverford House Fellow will be primarily responsible for coordinating the school's Alumni Support Program.

Specific tasks include, but are not limited to:

- Coordinating and supporting the facilitation of visits to alumni middle and high schools to meet with teachers, advisors and administrators, to review and support each student's academic and social progress.
- Assisting with the development and implementation of engaging program to support alumni social-emotional and leadership development.
- Guiding 8<sup>th</sup> grade families through the high school application process for all types of schools including: independent, Catholic, special admission public and charter schools.
- Managing communication with alumni families around programming.

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- Assisting CPS graduates in accessing the variety of scholarship monies available for middle, high school and college, to ensure that continued access to a high-quality education remains a realistic goal for our families, ideally through the creation of a financial aid resource guide and an accompanying series of related workshops.
- Assisting CPS graduates in accessing outside programs and extra-curricular opportunities.

## **Responsibilities**

### *Support Enrollment and Placement Programming*

The School's commitment to the lifelong academic, social and emotional growth and success of its students begins with selecting eager, capable and engaged families through their comprehensive admission process. Through our middle school placement process, CPS seeks to match their students with competitive schools that are the right fit for their unique academic, school and emotional needs and will keep them on a path toward becoming active, productive and engaged citizens of the world.

Specific tasks include, but are not limited to:

- Assisting with the facilitation of admission open houses, family interviews and screenings.
- Guiding 5<sup>th</sup> grade families through the middle school application process for all types of schools including: independent, Catholic, special admission public and charter schools.
- Designing and implementing test preparation programming to help students maximize their scores on the required Independent School Entrance Exam (ISEE).
- And other light duties, as assigned

### *Other*

As a valuable member of a collaborative school team, the Fellow will have the opportunity to work on additional projects based on his/her interests and experiences. For example, in previous years interns and fellows have taught Spanish lessons to students, served on the school's "No Place for Hate" Committee, and developed and implemented assorted school-wide multicultural/social justice related projects.

In addition to serving on our professional team, a Fellow can expect to collaborate with CPS students, families, volunteers, and occasionally Board members and vendors.

The Fellow will spend the first month on the job in training with the CPS administrative staff prior to Labor Day. In mid-August, the Fellow will participate in all orientation activities scheduled for new staff members, as well as regular pre-school faculty/staff meetings. Just after Labor Day, students return and the regular school-year, as well as the Fellow's regular day-to-day tasks, begin in earnest.

## **Job Qualifications**

Students curious about careers in educational/non-profit leadership, teaching, and/or counseling will find this fellowship particularly fulfilling. Additionally, students with sound communication and interpersonal skills will be a good fit. While the Fellow's responsibilities will go beyond only working with children, the Fellow must have a kid-friendly temperament in order to function effectively in this environment. A willingness to work at least one Saturday per month and at least one Wednesday evening per month is critical, as alumni events and fifth grade transition meetings are scheduled for during these time slots.

### *Other specifics follow:*

- Ability to convey information clearly for varied audiences
- Strong organizational skills with ability to manage multiple priorities and projects simultaneously
- Strong written and verbal communication skills
- Highly skilled at appropriating web based/electronic tools and applications.
- Demonstrated commitment to diversity and social justice
- Due to the external nature of the position, the ideal candidate should have a driver's license and/or a car.
- Optional skills that are a plus: experience with Microsoft Publisher or other desktop publishing software, photography, web/graphic design skills.