



Monarch Schools Project Dance Instructor + Community Outreach Coordinator (K-12) @ The Chrysalis: Monarch School Center for the Arts

Monarch School

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit www.monarchschoools.org.

Position Summary (60%)

The K-12 Dance Instructor provides arts education and creative youth development to K-12 students and families at Monarch School. In this role, the K-12 Dance Instructor is a collaborative member of the MSP SEL Team who creates arts-based spaces that allow students to access, amplify, and elevate their voice, self-expression, identity, agency, and sense of belonging.

Reporting Relationship

Reports directly to the Arts Department Manager and the Student Engagement Director. However, the K-12 Dance Instructor must be able to communicate with other team members, staff, families, and external stakeholders.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES – DANCE INSTRUCTOR

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

- Collaborate with SDCOE classroom teachers and the SEL Team of MSP to create arts education curriculum and classes for K-12 youth, family members (adult, 0-5, etc.)
- Create and lead Creative Youth Development programs for K-12 youth (after-school)
- Program Documentation & Evaluation including grant support, photo/video documentation, and culminating student learning events
- Coordination of volunteer artists who are invited to provide arts-based workshops, assemblies, and/or residencies to K-12 students, field trips, etc.

The Chrysalis: Monarch School Center for the Arts

The Chrysalis is a Creative Youth Development “hub”, a vibrant and versatile space that offers visual and performing arts opportunities to Monarch students and families, as well as Barrio Logan residents and the regional community of San Diego. The Chrysalis also serves as an affordable space that community arts partners and organizations can rent out for their own community programming, expanding our network and creating mutually beneficial partnerships that serve the community

Position Summary (40%)

The Community Outreach Coordinator oversees the implementation of business development strategies that support the revenue-generating model for The Chrysalis including marketing, networking, space rental coordination, schedule management, and supporting current and future partnerships.

Reporting Relationship

Reports directly to the Arts Department Manager and the Director of Creative Youth Development. However, the Community Outreach Coordinator must be able to communicate with other team members, staff, families, students, and external stakeholders.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES- COMMUNITY OUTREACH COORDINATOR

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

- Local and regional networking with individual artists and arts organizations
- Coordinating with the Business Manager to support space rental including tours, contracts, opening/closing procedures, etc.
- Work with Arts Department Manager to recruit community partners who can provide arts programming to Monarch students, families, and 0-5 youth @ The Chrysalis.
- Support the Director of Creative Youth Development in the scaling of arts programming for students and families beyond the Monarch School population.
- Support marketing and social media efforts
- Programming and relevant organizational support including productions, fundraisers, celebrations of learning, and special events.
- Maintain relationships with local and regional business owners, artists, arts organizations, and elected officials to build awareness, coordinate community programming, and support special events/fundraisers.
- Public relations for all events and programming @ The Chrysalis including press releases, brochures, social media, email campaigns, and production support.

III. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Prefer some college experience, Bachelor's Degree (Social Work, Social Justice, Education, Arts)
- 2+ years of working in a community-based setting, education or unhoused youth/families
- Familiarity with National Core Arts Standards, Creative Youth Development best practices, trauma-informed approaches, culturally responsive teaching, restorative practices, and social emotional learning.

- Experience working with youth 0-5 years, K-12 youth, family members, or the community
- Experience with social media, networking, and outreach partnership building
- Bilingual in Spanish, preferred

Certificates and Licenses

A valid California driver's license is required.

Covid-19

MSP employees will be required to comply with the vaccination documentation requirements outlined in Monarch's COVID-19 policy as soon as practicable and as a condition of employment. If an accommodation is required, please notify HR as prior to start date.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch.

Equal Opportunity Employment:

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time hourly position, paying \$22 to \$24

Application Process

Interested candidates should email a resume and cover letter with "Dance Instructor + Community Outreach Coordinator" in the subject line to HR@monarchschoools.org.