

FREQUENTLY ASKED QUESTIONS (F.A.Q.)	
<p>Deciding to apply for any position is an investment of your time and energy. Out of respect for your time, the Selection Committee co-wrote these FAQs to give you as much insight into the opportunity as possible. We hope this detail will help you decide if exploring this opportunity feels right to you. If we mutually agree to move forward to the finalist stage, you will have time to engage deeply with the Selection Committee and staff to ask all of your remaining questions.</p> <p>We will update this FAQ document with questions and responses throughout the search process. New content will be added in <b>red</b> with an asterisk.</p>	
Application Due	Rolling, until filled
Application	Click <a href="#">here</a> to submit your resume
Point of Contact	talent@pisota.org
Hiring Process	<ul style="list-style-type: none"> <li>● Stage 1 - Submit resume by <a href="#">clicking here</a> and resume review</li> <li>● Stage 2 (5 applicants) - Pre-recorded Interview and Artifact Submission</li> <li>● Stage 3 (3 applicants) - Selected candidates will complete a paid performance task</li> <li>● Stage 4 (2 applicants) - 5 reference checks</li> <li>● Stage 5 - Virtual interviews with Phoenix International team</li> <li>● Stage 6 - Hiring decision made and offer sent</li> </ul>
Tips	Application writing tips are <a href="#">here</a> .

The Role: Learn what the requirements are, what success looks like, some of the “unwritten rules,” who your supervisor would be, and what the non-negotiables are.	
<b>Office Hours.</b>	Now until June 2023, the PISOTA Crew is entirely remote with event-based local travel. 100% of our team is located in either Maryland or Washington, DC. All team members are generally online from 8 am - 4 pm local time and have set flexible schedules; we do not schedule meetings outside of this timeframe with exception of our Board of Trustee meetings. Some people prefer to start earlier, leave early to pick up kids, and then get back online in the evenings as needed. We make our calendars transparent to support flex schedule needs.
<b>Salary.</b>	\$55,000
<b>Travel.</b>	Local travel between Charles County, MD and Washington, DC will be required at about 50% during October 2022 to June 2023. Beginning July 2023, please expect to work full-time from our school building in Charles County.

<p><b>Relocation.</b></p>	<p>Yes, relocation to the Charles County area (or within a reasonable commute) is required starting June 2023.</p>
<p><b>Benefits.</b></p>	<ul style="list-style-type: none"> <li>● Medical, Dental, Vision</li> <li>● Professional development allowance</li> </ul>
<p><b>What are the requirements and qualifications for the role? In order of priority.</b></p>	<p><b>Technical Experience:</b> Bachelor’s Degree and/or operations and/or executive administration related experience of at least two (2) years Proficiency with Microsoft Suite, GSuite, experience with Student Information Systems is preferred (SchoolMint and EduPoint Synergy Suite)</p> <p><b>Habits of Character:</b> Highly-motivated self-starter; Strong interpersonal and communication skills and the ability to work effectively and comfortably with a diverse group of people, both internally and externally; Ability to foster a cooperative work environment; Ability to work with computers, various software programs and technology</p> <p><b>Background Knowledge:</b> Public education system, public charter schools and/or startup nonprofit organizations is desirable; knowledge of management and operations systems and strategies to run an effective organization</p> <ol style="list-style-type: none"> <li>1. <b>You center race, equity, and inclusion in your work.</b> You are a transparent leader who encourages an open and direct internal organizational culture. You have experience applying equity and inclusion principles (e.g., disaggregating data, understanding, and analysis of historical context and root causes for inequities, examining population disparities, identifying targeted strategies based on varying assets and needs, and/or designing culturally appropriate guides, etc).</li> <li>2. <b>You are a fully actualized leader.</b> You have built diverse teams and successfully worked with those from different backgrounds. You do not see DEI as a false choice between diversity and excellence and have demonstrated, through your own work, that diversity is <i>the very means</i> to excellence.</li> <li>3. <b>You are a masterful strategic thinker.</b> You can see and communicate the big picture in a user-friendly way. You determine opportunities and threats through a comprehensive analysis of current and future trends. You use data-driven decision-making to inform your choices and recommendations.</li> <li>4. <b>Teamwork + Collaboration.</b> You reach out to peers and cooperate with leaders to establish and maintain an overall collaborative working relationship. You trust the expertise of your team and hold others accountable, creating the conditions for leaders to thrive.</li> <li>5. <b>Honesty/integrity.</b> You do not cut corners ethically. Earns trust and maintains confidence. Does what is right, not just what is politically expedient. Speaks plainly and truthfully.</li> <li>6. <b>High standards.</b> You expect personal performance and team performance to be nothing short of the best. You define “best”-- upfront -- for your team and for specific projects. You do not assume.</li> <li>7. <b>Strong communication skills.</b> You are able to see and communicate the big picture in an inspiring way. You are an excellent listener, communicate effectively, and write with clarity to engage multiple stakeholders. You understand that families engaging with the school bring a multitude of experiences and circumstances and are able to effectively manage many personalities.</li> </ol>

	<p>8. <b>Software.</b> Familiarity with SchoolMint and EduPoint Synergy SIS (StudentVue, ParentVue) is strongly preferred</p>
<p><b>What are the founding registrar responsibilities?</b></p>	<p><b>Student Registration, Attendance, and Record Keeping</b></p> <ol style="list-style-type: none"> <li>1. Register new students by verifying residency, eligibility, grade level status, immunization, etc., and enter data into computerized student record system</li> <li>2. Manage student record system by transferring and withdrawing students, receiving and sending records, class rosters, gradebooks, creating/generating/changing student class schedules, maintaining files and generating reports</li> <li>3. Develop and publish major school information documents including, but not limited to, course of study catalogs and class schedules</li> <li>4. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases</li> <li>5. Keep school administration informed of student attendance concerns</li> <li>6. Assist with arranging student and parent conferences with counselors and teachers</li> <li>7. Assist with the preparation of reports and collection of student data information</li> <li>8. Prepare and distribute student identification cards and parking stickers (when applicable)</li> <li>9. Process and transmit requests for student information, including student transcripts</li> <li>10. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards</li> <li>11. Calculate grade point averages, class rank, and prepare honor rolls</li> <li>12. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas (when applicable)</li> </ol> <p><b>Organizational Growth</b></p> <ol style="list-style-type: none"> <li>1. Recommends and participates in the development and implementation of school policies and procedures regarding student registration, records, class schedules, instructional space scheduling, identification cards, and graduation requirements</li> <li>2. Maintains and upgrades the school's information infrastructures including academic records archives, on-line student database, voice response system, and other electronic databases and information systems</li> </ol>

	<p>3. Establishes and implements short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement</p> <p><b>Family and Community Engagement Specialist</b></p> <ol style="list-style-type: none"> <li>1. Active member of the school’s recruitment and enrollment team; assist families with the enrollment and registration process (people-facing)</li> <li>2. Represent the school to various external stakeholders including governmental agencies, vendors, students and their parents, and/or the general public</li> <li>3. Collaborate with representatives of Charles County Public Schools on the development and implementation of new policies, requirements, and practices</li> <li>4. Complete and submit all local and state required reports regarding student enrollment</li> <li>5. Assist parents/guardians with the organization and coordination of parent-led groups (advisory groups, arts-specific parent crews, etc.)</li> <li>6. Upgrade professional knowledge, evaluates new technologies, and recommends implementation as appropriate</li> </ol> <p><b>Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. Complete all secretarial/clerical functions of the department in an efficient and timely manner</li> <li>2. Perform miscellaneous job-related duties as assigned</li> <li>3. Maintain confidentiality of information</li> </ol>
<p><b>What level of support will I receive during the onboarding process and from whom?</b></p>	<p>Working alongside the CEO, Angelica, in addition to traditional onboarding processes, you will co-design and implement a 90-day success plan that will focus on best practices for leadership and team development at Phoenix International Incorporated/Phoenix International School of the Arts; during this period, you <b>might</b> be responsible for high-stakes deliverables.</p> <ul style="list-style-type: none"> <li>● The traditional onboarding process consists of several modules in your first month, including:             <ul style="list-style-type: none"> <li>○ <b>Program Model.</b> Our programs and how they work.</li> <li>○ <b>Equity Audit Tool Suite.</b> What it is and how it impacts everything we do.</li> </ul> </li> </ul>

**What are the unwritten rules and non-negotiables for success in this role?**

- People and humanity first
- Build an organizational structure that can scale
- Maintain the culture while systematically growing the team
- Internalize the mission