

1445 DAYTON ST. AURORA, CO 80011 [www.vpac2020.org](http://www.vpac2020.org) 720.620.2316

## VPAC EXECUTIVE ASSISTANT

**Reports to:** Academic Director

**Term Dates:** April 1- April 30, 2019

### OVERVIEW

The Executive Assistant will aid the Administrative team of VPAC in the execution of systems and structures. Through aiding the Executive Director, Principal, Academic Director, and Artistic Director, the Executive Assistant will accept completing items that need to be produced for operations of VPAC. As a founding team member the Executive Assistant will help VPAC reach their enrollment goals for programming and the development of VPAC school opening in fall 2020. Implementing VPAC culture through Systematic Truth Learning Method, 3 C's and culturally relevant programming.

### MISSION & VISION STATEMENT

**MISSION:** Preserving African and Latinx American Performance through quality education.

**VISION:** Produce student performers rooted in cultural arts to continue, complete, & compete in the world.

### MINDSET

**You deeply believe in the mission to build VPAC school.** You are a team player and will be of assistance to Executive Director, Principal, VPAC Team, parents and students in any way of items that need to be executed.

**You believe in going the extra mile.** You make no excuses to get things done. You understand the crucial point of development that VPAC is in and you are committed to meeting whatever the need to ensure a successful pilot. Ego and pride are trumped by transparency and vulnerability to get the job done.

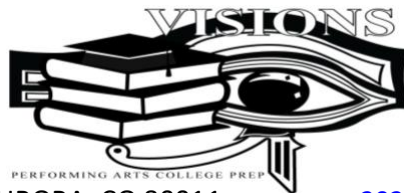
**You are willing to be pushed and held accountable.** You are eager to learn and grow. Facing your bad habits to bring your best foot forward for refinement and to establish and maintain the culture of VPAC Excellence.

**RESPONSIBILITIES (30-Days)** The Executive Assistant will assist specifically on the following:

- Grow, develop, implement and/or create outlines with System Coordinator
- Report to Academic Director for check in of execution
- Participate in 1:1 coaching with Academic Director
- Engage 5 families to build trust and commitment with VPAC programming, with 5 Intention to Enroll Forms (ITEF) signed
- Social media promotion (Weekly)

**20 Hours Weekly**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
8 hrs./wk. Self-directed	12pm-4pm Village	5pm-6pm 1:1 Coaching					9am-12pm Admin  12pm-4pm Engagement	20 hrs.



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## TAPS- Together All Performers Shine

**TAPS** is VPAC's system of accountability for tasks to get done for our students to shine. Everyone in everything that we do, is performing. Rather it is performing for Debbie Allen or performing in the cafeteria serving nutritious meals for everyone in the building, **we are on stage!** With every department having to work with every other department, **TAPS** ensures the productivity of VPAC. **TAPS** is a 3-part system that will track progress and ensure that time management is optimal.

### Part 1. TAPS "Audition"

**WHAT:** Student recruitment and execution

**HOW:** 5 W's assign dates and check-in focus

**Engage** 5 families and get ITEF- During this time it is vital the we engage students and parents into VPAC. It is also essential that we help students and families transition from VPAC programing and prepare for VPAC as a school. **OUR** goal is to have 180 enrolled by December 31, 2019. Your commitment/task in the next 30 days is to have 5 families to sign **OUR** Intent to Enroll Form (ITEF). This will be a weekly task that is revisited weekly during 1:1 coaching. How you obtain secured enrollment is at your discretion.

**Preparation for Black Art Festival** \*\*Perform other related duties, including special projects, as required or registered\*\*

### Part 2. TAPS "Rehearsal"

**WHAT:** Academic Director Coaching

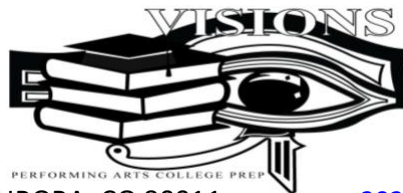
**HOW:** At VPAC it is essential that we grow and support the wonderful talent that we have in **OUR** structure. We are committing to developing your talents as a leader and as a founding team member. **OUR** commitment to you is 1:1 weekly coaching that will grow your practice for personal goals that you have set for yourself as well as goal that we set as a VPAC team. Your commitment/task is 1:1 coaching that will happen every week for 1 hour with Academic Director.

### Part 3. "TAPS Showtime"

**WHAT:** Executive Assistant Tangible outcomes

**HOW:** Execution and demonstration

- Initiate or respond to internal inquiries or requests for execution, as directed
- Positive presence with students and families
- Families participating in community engagement events
- 5 ITEF signed and turned in
- Detailed outlines set forth by Admin team
- Meet deadlines set forth by Admin team



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Every TAPS utilizes the DEC-HA for role assignments: TAPS Roles and Responsibilities

Coach	Envisioner	Consultant	Helper	Approver
Assigns tasks to self and others. Holds Envisioner accountable. Develops and extends project to ED. Asks questions, reviews progress, resource, asks for help.	Has overall responsibility for success or failure of project. Ensures work gets done. Equity of involvement.	For additional input or resource.	Volunteers	Signs off on decisions before they are final.

**April 2019 DEC-HA**

Coach	Envisioner	Consultant	Helper	Approver
Academic Director	YOU	Antonio and Yuzo	Volunteers	Auset

PART 1: TAPS Audition for April 2019 (Executive Assistant). (Project)

5 W's

**WHO:** Lead performer (staff) \_\_\_\_\_(name) will take on the Responsibility of ***Executive Assistant***. (Role)

**WHAT:** Outcomes: Report directly to the Academic Director and prioritize facilitating the goals and metrics of program.

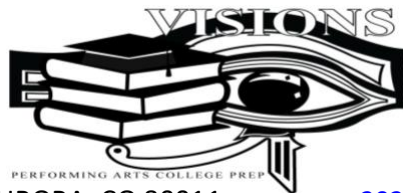
**WHY:** We want to use this as a development opportunity for this role. This role is a spokesperson for VPAC as a Founding member and will aid in the recruitment and retainment of students and families. We also want to ensure structure and culture are cultivated in VPAC operations. VPAC knows that you have tremendous potential and wants to ensure there is cultivation and you are molding into the best business person you can be.

**WHERE:** Dayton Opportunity Center

**WHEN:** Should it be completed: April 30, 2019

**HOW** will you get it done: Check-In's weekly task and goal-setting.

Act 1: Check-In	Intermission: Check-In	Act 2: Check-In	Curtain: Conclusion
<b>TAPS Audition Meeting</b> Date: Sunday, April 7, 2019 Time:	Check-in: <b>TAPS Rehearsal Aid</b> Date: Sunday, April 14,2019 Time:	Check-in: <b>TAPS Showtime Aid</b> Date: Sunday, April 21,2019 Time:	Check-in: <b>TAPS Completion</b> Date: Sunday, April 28,2019 Time:



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### WEEKLY CHECK IN FORM

Weekly Check-In (Set these with your coach during weekly 1:1 meeting)

This week will be successful once I.....

1. Goal: \_\_\_\_\_
2. Goal: \_\_\_\_\_
3. Goal: \_\_\_\_\_

1. Key Updates Was last week successful? (Follow up on last week's priorities)
  - a. Item: \_\_\_\_\_
  - b. Item: \_\_\_\_\_
  - c. Item: \_\_\_\_\_
  
2. What's keeping you up at night?
  - a. Item: \_\_\_\_\_
  - b. Item: \_\_\_\_\_
  - c. Item: \_\_\_\_\_
  - d. Item: \_\_\_\_\_
  
3. What, if anything, is taking up your time that should not be a priority or my role?
  - How has your practice shifted in the last week or how do you see your practicing shifting in the future?
  - Any feedback from students, parents or other stakeholders?
  
3. On back burner/not getting to it yet
  - a. Item: \_\_\_\_\_
  - b. Item: \_\_\_\_\_
  - c. Item: \_\_\_\_\_
  - d. Item: \_\_\_\_\_
  
4. What else is going on in your life to consider?
  
5. Next steps/Support needed from coach