

1445 DAYTON ST. AURORA, CO 80011 www.vpac2020.org 720.620.2316

VPAC SYSTEMS COORDINATOR

Reports to: Principal and Executive Director

Term Dates: April 1- April 30, 2019

OVERVIEW

The Systems Coordinator will aid in the academic, artistic and operational development of systems to measure accountability for VPAC. As a founding team member the Systems Coordinator 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 curriculum that is culturally relevant and academically rigorous. The Systems Coordinator will work closely with the Principal and Executive Director to create accountability systems.

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.

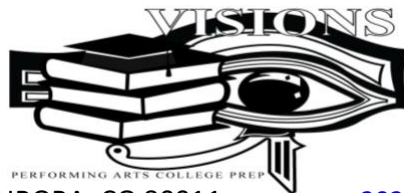
You are willing to be pushed and held accountable. You are eager to learn and grow. Facing your bad habits to bring your best foot forward for refinement and to establish and maintain the culture of VPAC Excellence.

RESPONSIBILITIES (30-Days) The Systems Coordinator will assist specifically on the following:

- Grow, develop, implement and/or create outlines with Executive Assistant as directed by Principal
- Report to Principal and Executive Director for check in of execution
- Participate in 1:1 coaching with Principal
- 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
4 hrs./wk. Self-directed	12pm-4pm Village	5pm-6pm Candice Coaching			7pm-10pm BAF		9am-12pm Admin	20 hrs.
	4pm-5pm 1:1 Coaching						12pm-4pm Engagement	



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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: System 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.

- Community engagement/networking
- Join our Village
- Social media promoting
- Curriculum design, research and alignment
- System auditing for equity and access
- Refining school wide systems in preparation for a successful year 1

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

Part 2. TAPS "Rehearsal"

WHAT: Principal Coaching

HOW: At VPAC it is essential that we grow and support the wonderful talent that we have in **OUR** structure. With that being said 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. Our commitment/task is 1:1 coaching that will happen every week for 1 hour with Principal.

- Creative space is an opportunity for you to expand and explore alternative ways to meet and exceed task that have been set with VPAC team.

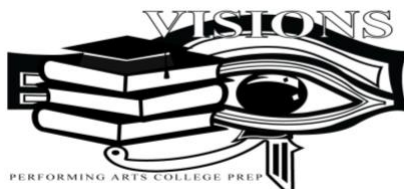
Part 3. "TAPS Showtime"

WHAT: 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
- Systematic Truth Learning is ready for implementation
- Concrete vision on where VPAC should be moving towards with implementation of curriculum

www.vpac2020.org Preserving African and Latinx American Performance



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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
Principal	YOU	Yuzo	Volunteers	Auset

PART 1: TAPS Audition for April 2019 (Systems Coordinator). (Project)

5 W's

WHO: Lead performer (staff) _____(name) will take on the Responsibility of **Systems Coordinator**. (Role)

WHAT: Outcomes: Report directly to the Principal and prioritize facilitating the goals and metrics of program.

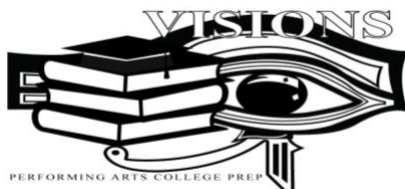
WHY: We want to use this as a development opportunity for this role. This role is a spokesperson for VPAC as a Founding member and will aid in the recruitment and retainment of students and families. We also want to ensure structure and culture are cultivated in VPAC operations. VPAC knows that you have 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
TAPS Audition Meeting Date: Sunday, April 7, 2019 Time:	Check-in: TAPS Rehearsal Aid Date: Sunday, April 14,2019 Time:	Check-in: TAPS Showtime Aid Date: Sunday, April 21,2019 Time:	Check-in: TAPS Completion 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