



SchoolAppKC Manager

Show Me KC Schools is a nonprofit organization with a mission to help families make well-informed decisions about their students' education by providing vital information about the school options available. The idea for Show Me KC Schools grew from a group of concerned parents with school-aged children who were committed to living in Kansas City, MO and eager to find the right education for their children in an unusually complicated school landscape. We are a neutral organization (not affiliated with any one school or district) and have grown to offer a variety of programs for Kansas Citians including the only city-wide school fair, school tours, our thriving website, and a common application platform. We're a one-stop shop to help families get started on finding the right school for their children.

Position Summary

The SchoolAppKC Manager will ensure that Kansas City's common application provides an equitable and accessible school application process to all families living in the Kansas City Public Schools' boundaries. To accomplish this, the Director of SchoolAppKC will continue advocating for a simple and harmonized process with all participating schools, grounded in collaboration, benefiting families and schools, and reaching all communities. The Director of SchoolAppKC will work closely with participating schools to ensure that schools utilize this system to its highest effectiveness and the integrity and transparency of the application is continually maintained. The Director of SchoolAppKC will report to the Executive Director.

Primary Responsibilities

1. Manages all aspects of SchoolAppKC, which can include staff, contracts, and events. Acts as the primary liaison with the common application platform form, continually learning new features, relaying challenges, requesting customizations to the application, and ensuring that the common application system meets the needs of Kansas City's families and schools.
2. Provides regular mentorship to schools on how to use efficiently use the common application system through the regular scheduled Governance Council meetings, in addition to one-on-one monthly meetings. Is responsible for all new school onboarding.
3. Analyzes application data on an ongoing basis – providing regular updates to Show Me KC Schools' team, SchoolAppKC champions, schools, and funders. Additionally, the Director of SchoolAppKC leads and helps produce an in-depth analysis of SchoolAppKC's data following the main round, as well as in the fall, in conjunction with a data consultant. Also works with UMKC to further utilize the data we produce to inform education conversations in our city.
4. Collaborates with the Marketing & Communications contractor and with the contracted marketing firm, as well as the School Navigation Coordinator, on the creation and implementation of a comprehensive and robust SchoolAppKC marketing and outreach plan.
5. Manages early education providers' participation in SchoolAppKC, making regular recommendations, creating customizations with SchoolMint, and ensuring its success. Working to bring additional early childhood sites into the application platform to further streamline application processes for families starting in early childhood. Attends PreK Coop meetings when necessary.
6. Creates meaningful agendas and materials for the regular Governance Council and leads these ongoing meetings, in partnership with the Executive Director.
7. Organizes capacity building opportunities for participating schools during the spring/summer, particularly around effective outreach to families and leveraging SchoolAppKC data to inform

decision making.

8. Champions school participation from non-participating schools, through thoughtful engagement, data and relationship building, and with the support of the Executive Director. The end goal being all schools participate in the common app.
9. Coordinates and leads two key neighborhood canvassing events as they pertain to SchoolAppKC- Promotion of launch and reminder of deadline. Each event to reach 1000 households.
10. Reviews participant surveys and feedback weekly during school application season.
11. Stays well-informed and up-to-date on other cities' successes and challenges on the Unified Enrollment continuum.
12. Occasionally travels to other cities or attends conferences to capture best practices and bring back innovative ideas for Show Me KC Schools.
13. Manages all SchoolAppKC media and communications. This includes media interviews, social media posting, and newsletter content.
14. SchoolAppKC has the potential for expansion both in Kansas City and beyond the city limits. Any candidate for this position would need to be innovative in thought and problem solving as well as willing to absorb additional work as the growth of the application platform dictated.
15. Responsible for a monthly newsletter for Show Me KC Schools 12 total per year.
16. Responsible for all press releases in regard to news and events for our organization.
17. Other duties and projects as assigned.

Benefits Include

- 21 Paid holiday days
- 4 weeks paid vacation time
- Medical, Dental, and Vision plan
- Long-term disability plan
- 401K with employer match
- Flexible work hours and location

Starting Salary

\$60,000

Knowledge, Skills, and Abilities we are seeking

- Bachelor's degree preferred but equivalent work experience is acceptable.
- 5 + years' experience in the education or related field required.
- Passionate about K-12 school opportunities for children and youth in Kansas City
- Demonstrates a high degree of fluency in school choice issues
- Extremely organized and detailed oriented
- Highly relational: strong communication skills with exceptional ability to interface with and engage diverse groups of parents, community members and school leaders
- Ability to remain neutral about school options
- Ability to interface with and engage diverse groups of parents, community members and school leaders
- Strong written and oral communication skills

- Ability to handle multiple tasks simultaneously and take on new responsibilities and projects as assigned
- Ability to work both independently and as a team
- Highly flexible
- Willingness to work at nights and on weekends, on occasion.
- Must be able to produce and manage data using google docs and excel spreadsheets.
- Must be able to use Constant Contact or Mail Chimp

Application Process

Submit resume and cover letter to Leslie Kohlmeyer at leslie@showmekcschools.org by August 15th, 2023. For questions, please call, 816-535-0656

LEARN MORE ABOUT SHOW ME KC SCHOOLS

- Explore Show Me KC Schools Website and Online School Guide [here](#).
- Explore information about SchoolAppKC [here](#).