



MicroSociety Coordinator Job Description

The *MicroSociety* Coordinator is a very important role in a *MicroSociety* school. She or he is the communicator-in-chief, connecting all stakeholders and ensuring their concerns are addressed and their successes recognized. Organization and timely follow-through skills are essential for success. Any school with more than 300 students involved in *MicroSociety* should have a full-time coordinator on-site who focuses exclusively on *MicroSociety* and is qualified and committed. In a smaller school or one that is very experienced, a team can plan, direct, and coordinate implementation activities. Still, the reliability of this approach depends largely on the workload of the targeted teachers. It is always recommended that this team have a leader who is not the principal, who is too busy running the whole school.

The *MicroSociety* Coordinator must:

1. Liaison with MicroSociety Inc. (MSI) and Consultants
 - a. Distribute and ensure staff understands and uses MSI's curriculum and other resources, including the MicroForum online chatspace.
 - b. Work closely with MSI Consultants to plan professional development; help staff and students connect curriculum, standards, and *MicroSociety* activities; and troubleshoot between visits.
 - c. Complete tasks highlighted in MSI Consultant reports, action plans, and timelines.
2. Embody and model the MicroMindset of Shared Leadership inside and outside school.
 - a. Model an understanding that *MicroSociety* is a learning strategy for the entire day, not just during MicroTime, and that it impacts every aspect of school operations.
 - b. Schedule, organize, and facilitate collective monthly meetings of the Shared Leadership Teams as a strategy for providing teachers voice and choice and for ensuring smooth communications across the school community.
 - c. Facilitate a "Micro Moment" segment during weekly staff meetings when teachers share stories of student turn-arounds and successes.
 - d. Monitor fidelity to the *MicroSociety* Guiding Principles.
3. Lead *MicroSociety* implementation and improvement
 - a. Meet formally with the principal twice a month.
 - b. Schedule and participate in joint meetings with the principal and MSI Consultant during every visit to review progress and troubleshoot.
 - c. Calendar and coordinate yearly activities, including special events (MicroNights, auctions, and performances to engage parents, community partners, and donors).
 - d. Write and distribute a weekly memo to teachers regarding program needs and updates.
 - e. Facilitate daily duties pertaining to implementation, assessment, and improvement.
 - f. Critique business plans for ventures and agencies.
 - g. Give teachers time to experience and understand the full scope of *MicroSociety* by occasionally substituting for them during MicroTime.

- h. Visit *MicroSociety* organizations (ventures, agencies, and nonprofits) during Planning, Action, and Reflection Days to ensure everything is running smoothly, that standards connections are in place, and that managers are properly supporting their employees.
4. Lead communications and support public relations
 - a. Facilitate conversations with staff and families to identify prospective partners, and work with children to invite them to visit and see *MicroSociety* in action.
 - b. Liaise with parents, local businesses, universities, government agencies, and other stakeholders.
 - c. Work with facilitators to train student ambassadors.
 - d. Create student-developed public relations materials.
 - e. Oversee coordination of visitor tours.
 - f. Design and monitor strategies to recognize parent and partner contributions.
5. Support the orientation and professional development of stakeholders
 - a. Help train student leaders and managers.
 - b. Schedule, and with the support of MSI's Consultant, hold parent/guardian and community member orientations to *MicroSociety*.
 - c. Orient new staff members and students.
6. Help drive data and assessment
 - a. Align goal-setting with the school's *MicroSociety* Common Focus.
 - b. Facilitate and monitor organization work to reinforce goals.
 - c. Design ways for organizations to track the data they need to assess whether they have realized their goals.
 - d. Distribute and monitor use of MSI's assessments.
7. Provide classroom instructional support
 - a. Distribute MSI's Teacher Facilitator Manuals to all staff.
 - b. Help ensure student engagement by facilitating connections between classroom lessons, standards, and *MicroSociety* organizations
 - c. Regularly assess progress through observation and student inquiry, checking for relevance, self-direction, and sense of purpose.
8. Build community engagement
 - a. Recruit and actively engage partners – ideally one per *MicroSociety* organization.
 - b. Coordinate with the school's Parent association to increase parent participation opportunities and parent/guardian understanding of *MicroSociety*.
 - c. Accept opportunities to speak about *MicroSociety* to community organizations; include student presenters.
9. Order/purchase materials and supplies
 - a. Order and maintain inventory for the Warehouse through appropriate channels.
 - b. Ensure safe and secure storage of program equipment and supplies.
10. Budget and Fundraise
 - a. Ensure requisite attendance at the MSI conference
 - b. Identify and prioritize funding needs and develop a plan to acquire those funds.
 - c. Help write funding proposals for long-term sustainability.