

John Muir Charter Schools
960 McCourtney Rd Suite E
Grass Valley, Ca 95949
Phone: 530.272.4008
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Web: www.johnmuircs.com

May 9, 2023

John Muir Charter Schools Governing Board
960 McCourtney Rd Suite E
Grass Valley, Ca 95949

Dear JMCS Governing Board Members,

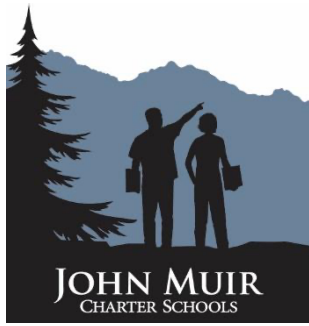
JMCS received notification on Friday, May 5, 2023 that we were awarded the California Service Learning Grant. The grant is a \$355,000, 2-year award that pays for us to transform the JMCS civics curriculum into a project-based service-learning civics curriculum and program. JMCS received the award notification Friday, 5/5/23 after the board packet was sent to board members; I would like to add the attached Info/Action Item I for the coordinator position to Wednesday's (tomorrow's) meeting. I will post the description on the JMCS website in addition to this letter. At the start of the meeting, I will ask the board to add Action Item I: California Service Learning Grant Coordinator.

JMCS wrote the grant to:

- Revise the current civics curriculum into a project-based service learning civics curriculum.
- Coordinate and track service learning work done by JMCS students and partner agencies
- Implement a JMCS Government Ed Day in Sacramento
- Coordinate the JMCS Growth Area 7 project- compiling all the stacked certificates and training JMCS students complete through our partner agencies while completing service learning (for example, daily work by the conservation corps) into one central database with course titles and credit awards.
- Have a JMCS staff liaison to the Juvenile Court, Community and Alternative School Administrators of California (JCCASAC) (we will have the probation schools in Nevada and Monterey counties next year)
- Provide programming that allows JMCS students to receive the State Seal of Civic Engagement (SSCE).

Sincerely,

R.J. Guess
C.E.O.
John Muir Charter Schools



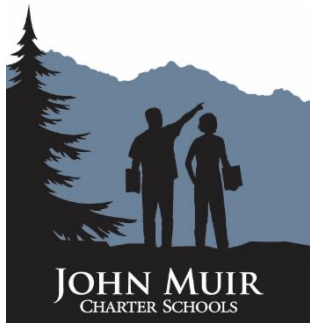
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John Muir Charter Schools Position Description California Service Learning Grant Coordinator

The John Muir Charter Schools (JMCS) California Service Learning Grant Coordinator (SLC) reports directly to the JMCS Chief Operating Officer (COO) and JMCS Chief Executive Officer (CEO). The SLC coordinates the implementation of the California Serves Grant Program; oversees the development and implementation of the JMCS Project Based Civics/Government Curriculum, provides training, support, and a menu of activities to JMCS teachers and partner agency staff, coordinates the JMCS student government education day, and coordinates completion of the JMCS Growth Area 7 certification project. The California Service Learning Grant Coordinator is a two-year, grant-funded position that will expire on September 30, 2025.

Primary Duties and Responsibilities

- Recruit, screen, and organize a team of JMCS administrators, teachers, student leaders, and community partners to draft a board resolution that outlines a process for students to earn the State Seal of Civic Engagement (SSCE). The team will determine if they will adopt the statewide criteria or develop JMCS-specific criteria. The team will also develop a process by which students can fulfill the criteria to earn an SSCE, and request and distribute insignias to students each spring.
- Work with teachers to develop a culturally responsive, A-G-compliant Government/Civics curriculum that reflects JMCS's student population. Since many students are English Learners, homeless, former foster youth, or previously incarcerated; civic engagement must consider the previous trauma and disenfranchisement of JMCS students. The curriculum shall incorporate a project-based learning model that allows students to engage in a cycle of inquiry related to their service learning.
- The SLC will develop locally-adapted criteria to monitor student progress through the 5 statewide SSCE criteria. The SLC will compile the names of students who earned and did not earn an SSCE, and the names will be kept and disaggregated to inform program improvement. Records will also be kept of the number of SSCE insignias requested and distributed each year.
- Serve as a liaison between JMCS and partner agencies that provide service learning opportunities. The SLC will work with JMCS Regional Directors to develop relationships with partner agencies, monitor and track service learning opportunities, and communicate programmatic strengths and opportunities for growth.



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- Provide professional learning opportunities to a small group of teachers in Year 1 to familiarize them with the SSCE program and implement the new Civics curriculum. In Year 2, the SLC will implement a train-the-trainer model to foster a teacher-led professional learning community.
- Organize and lead the JMCS Government Education Day bringing 1-2 JMCS students from each school site to Sacramento for educational activities and to meet their local legislators.
- Oversight of the JMCS Growth Area 7 Project compiling industry certification benchmarks, curricula, hours, and credit awards into a central JMCS database.
- Act as the JMCS Liaison to the Juvenile Court, Community and Alternative School Administrators of California (JCCASAC). Assist the JMCS CEO and COO in ensuring JMCS meets all state-mandated requirements for direct services to students under juvenile probation supervision.
- Compile, analyze, and report on all data related to the SLC program. Work with the JMCS Accounting Analyst to complete quarterly grant budget updates. Complete all required annual grant reporting.

Site Visits

Visit JMCS school sites as needed. Meet regularly with JMCS teachers in person, on Zoom, and via phone calls to monitor student progress toward earning a State Seal of Civic Engagement. Regularly audit Civics course completion at JMCS school sites to measure participation and completion of civics coursework linked to the State Seal of Civic Engagement.

JMCS In-services and Professional Development

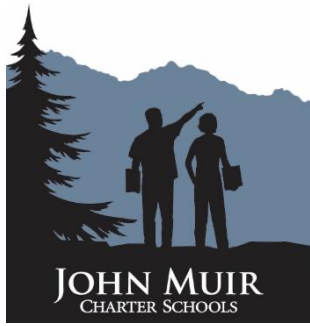
Attend and participate in JMCS in-services; provide insight, assistance, and training as needed to ensure SLC program-specific training is delivered to JMCS staff. Take advisement from the CEO, COO, and Regional Directors regarding specific or general program implementation and progress for reshaping and/or revising the Civics curriculum and instruction at JMCS school sites.

LCAP and WASC

Participate in the writing, editing, and presentation of the JMCS LCAP and WASC reports as directed by the JMCS CEO or COO.

Other Duties as Assigned

The JMCS CEO or COO may assign other duties to the SLC as needed.



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Minimum Qualifications

- California Administrative Services Credential or eligibility to receive an administrative credential within 12 months.
- Professional clear California teaching credential
- Minimum 3 years experience working with educational and/or other public service institutions, or in grant management.
- Management experience in education or other public service/non-profit settings
- Experience working with young people from marginalized backgrounds and low socio-economic settings
- Leadership experience in social studies curriculum development and instruction at the high school level

Travel

This position requires regular travel within the State of California to attend JMCS administrative meetings, JMCS in-services, and to visit JMCS school sites. Mileage reimbursement is set at the current IRS rate.

Contract Terms

The California Service Learning Grant Coordinator is a two-year, grant-funded position that will expire on September 30, 2025. The Service Learning Coordinator is a full-time, at-will, exempt employee accruing 15 days (120 hours) of paid vacation and 12 sick days (96 hours) annually. Vacation time may be renegotiated annually. Contracts are re-evaluated each year in June.

Salary and Benefits

Placement on the JMCS At-Will Salary Step Schedule E: Certificated Administrative Positions, Column 1: Coordinator, \$86,421-\$113,391. JMCS accepts up to 11 years of transfer service credit. Medical, Vision, Dental, and Life Insurance are included in the benefits package.

To apply:

Current JMCS staff may apply directly by emailing a letter of application, resume, and a minimum of one letter of recommendation to JMCS CEO R.J. Guess (rjguess@johnmuircs.com) and COO Dawn McConnell (dmccconnell@johnmuircs.com). External applicants may apply through EdJoin [LINK].