

PRESTON COUNTY SCHOOLS
300 PRESTON DRIVE, KINGWOOD, WV 26537
2010-2011 SCHOOL YEAR
NOTICE OF VACANCY
CONTRACTED SERVICES

Posting Date: September 13, 2010 **Closing Date:** September 17, 2010
Position: County Parent/Community Volunteer Coordinator
Supervisor: Director of Title I
Employment Term: 2010–11 School year not to exceed 15-20 hrs. per week/600 hrs.per year.
Salary: \$20.00 per hour/No benefits
Budget Source: Title I funds

The purpose of the project is to build partnerships between parents and educators to ensure that children receive the highest educational opportunities and achievement possible.

Position Goals:

The Coordinator will provide support to educators and parents to accomplish the goals of Title I and will report to the Director of Title I. This will include but not limited to: Reception/Secretarial responsibilities, organizing community-training opportunities, building a resource database for families and teachers, administering a lending library for families and educators

Minimum Qualifications:

1. Pass a background check
2. Must take a Tuberculosis (TB) test.
3. Preston County resident;
4. Ability to work in a professional, positive and cooperative manner with students, parents, staff, and the public;
5. Ability to successfully carry out the responsibilities of the position;
6. Knowledge or experience with public relations and event planning, including preparation of media releases and newsletter copies;
7. Must be able to work in fast paced environment and able to adhere to strict deadlines;
8. Must have the ability to maintain strict confidentiality;
9. Minimum of a high school diploma or GED

Duties/Responsibilities:

1. Meet with parent coordinators from the schools
2. Schedule meetings and assist with reports when called upon
3. Be responsible for actions by the goals listed on the position posting
4. Serve as a liaison between school and family
5. Provide progressive data on school level Title I coordination and other duties as assigned.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, WV 26537, Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.