

P EC 11/12 45

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537

2011-2012 SCHOOL YEAR

NOTICE OF VACANCY FOR CONTRACTED SERVICES

Posting Date: September 7, 2011

Closing Date: September 13, 2011

Position: 1 County Parent/Community Volunteer Coordinator
Location: County Itinerant
Supervisor: Title I Coordinator
Salary: \$20.00 per hour as needed
Employment Term: Upon approval to June 7, 2012 for the 2011-2012 School Year 15-20 hrs. not to exceed 600 hrs.
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 a library for families and educators

Minimum Qualifications:

1. Pass a background check
2. Must take 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 high school diploma or GED

Duties and 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
6. 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, 731 Preston Drive, Kingwood WV 26537, phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.