

NOTICE OF VACANCY FOR CONTRACTED SERVICES

Posting Date: September 12, 2011

Closing Date: September 16, 2011

Position: 1 Parent/Community Volunteer Coordinator

Location: Terra Alta East Preston School

Supervisor: Title I Coordinator/Building Principal

Salary: \$10.00 per hour as needed

Employment Term: Upon approval to June 7, 2012, for the 2011-2012 School Year not to exceed 240 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. Minimum of high school diploma or GED
2. Pass a background check
3. Must take Tuberculosis (TB) test
4. Valid driver's license and reliable transportation
5. Able to analyze tasks that need to be done and proceed with a plan
6. Able to work independently , Manage time wisely
7. Demonstrate ability to work with parents and school personnel
8. Computer literate; able to communicate via email
9. Model appropriate behavior and appearance of the job
10. Available to work flexible hours to meet the needs of families
11. Must have the ability to maintain strict confidentiality

Duties and Responsibilities:

1. Develop knowledge of community agencies and resources which provide services for families
2. Serve as a liaison for families with school and community agencies as needed
3. Attend trainings to learn how to assist parents in working with their own children
4. Coordinate parent trainings to meet Title I requirements
5. Assist with the implementation of an effective parent involvement program
6. Use effective oral and written communication skills
7. Provide reports, data, and payroll forms in a timely manner as requested
8. Organize and coordinate a school Read Aloud program
9. Work with the Principal to schedule work hours to maximize support for parents
10. Perform other work-related duties as assigned by the principal and/or Title I Coordinator

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.