

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186

**1900 West Monroe – Springfield, Illinois 62704
Jennifer Gill, Superintendent**

NOTICE OF VACANCY

TITLE OF VACANCY: Title I Parent Educator Coordinator

DATE: July 30, 2015

LOCATION OF POSITION: Business Services

DAYS PER YEAR: 190 Days

HOURS PER DAY: 8

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in Human Services or a Related Field
2. Minimum of three years successful experience working with at risk families
3. Excellent verbal and written communication skills
4. Strong organizational and documenting skills
5. Experience developing and delivering trainings for adults learners
6. Ability to lead and supervise adult groups and build leadership qualities in others
7. Knowledge of district literacy and math curriculum, IL learning standards, family and community engagement standards, and federal grants programing
8. Demonstrates leadership qualities, interpersonal skills and personal characteristics necessary for working effectively with a variety of constituencies including school staff, students, parents, leadership teams, and community-based organizations
9. Strong technology skills and the use of technology tools to strengthen overall program
10. Requires flexible hours including evenings and weekends

RESPONSIBILITIES:

1. Serve as a member of the District's Instructional Support Service team
2. Assist in the coordination and facilitation of professional development for parent educators
3. Participate in the hiring, assigning and supervision of Parent Educators in collaboration with principals
4. Lead in the development and implementation of effective family engagement initiatives
5. Collaborate with other District leaders in developing community and agency partnerships that support high quality family engagement programs
6. Develop and implement ongoing professional development in core areas as needed for parent educators
7. Develop, maintain, and monitor accurate records, database, and performance measures for monitoring family engagement for both school and district level
8. Provide support and technical assistance to parent educators, (schools and their staff) on developing meaningful family and community engagement
9. Work as a liaison between state, district administration and individual schools
10. Participate as needed in national, state, and local Title I conferences, Family and community engagement trainings, and federal programing
11. Monitor schools for compliance with Title I requirements
12. Work and assist schools without parent educators to deepen the federal program requirements and family and community engagement initiatives
13. Assist in coordinating summer school programs
14. Other duties as assigned

FILING DATE DEADLINE: August 12, 2015 – 4:00 PM

EFFECTIVE DATE: TBD

SALARY RANGE: TBD

SELECTION PROCEDURE: Application, Interview, Selection

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – IMRF Retirement System

Please refer application and resume to:

Gina McLaughlin Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704

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