

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: _____ Parent Educator (one year only) _____ **DATE:** July 25, 2016 _____

_____ Parent Educator Program--Title I Funded _____

LOCATION OF POSITION: _____ Matheny-Withrow (Priority SIG School) _____

DAYS PER YEAR: _____ 180 _____ **HOURS PER DAY:** _____ 7.5 _____

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

REQUIREMENTS:

1. 60 semester hours in Human Services or Education required
2. Experience in Human Services or Education
3. Successful experience working with a variety of families
4. Requires flexible working hours, including evenings
5. Valid Illinois drivers license and transportation

SPECIFIC RESPONSIBILITIES:

1. Serve as a role model to parents and students, and assist families in home/school relationships to build family partnerships with the school by leading and enhancing the family and community engagement team.
2. Create and market many opportunities for parents to fully participate in family and community engagement team, and develop parent leadership in school level decision-making.
3. Provide parents training to facilitate student learning at home.
4. Make home visits to actively involve parents, to discuss school-related concerns, and work to deepen school communication at all levels.
5. Provide PD on parent engagement opportunities to staff.
6. Plan and implement family events aligned to school improvement in a team setting with Principal, parents, school and community members.
7. Help school monitor the 95% of 1% parent event budget, order food for events as needed.
8. Make referrals to appropriate community resources.
9. Provide transportation for parent activities, conferences, and home visits.
10. Help create a culture of learning & build a welcoming school environment with parents, students, and staff.
11. Provide data and documentation, as needed for Title I evaluation purposes and federal program compliance.
12. Perform other duties as assigned.

FILING DATE DEADLINE: August 5, 2016 _____ **APPOINTMENT DATE:** _____ August 18, 2016 _____

SALARY: _____ \$19.95 per hour (2015-16 salary schedule) _____

SELECTION PROCEDURE: _____ Application with resume & college transcripts-Interview-Selection _____

BENEFITS: _____ Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement _____

Please refer application and resume to:

Gina McLaughlin-Schurman
Director of Human Resources
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER