

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 18, 2017

Parent Educator Program - Title I Funded

LOCATION OF POSITION: Southeast High 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. Experiences 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: July 31, 2017 **APPOINTMENT DATE:** August 17, 2017

SALARY: \$20.49 per hour (2016-17 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

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