

NOTICE OF VACANCY

DATE: January 15, 2025

TITLE OF VACANCY: Family and Community Engagement Liaison – Title I (**Remainder of the 2024-2025 School Year only**)

LOCATION: Jefferson Middle School

DAYS PER YEAR: 180

HOURS PER: 7.5

REQUIREMENTS/QUALIFICATIONS:

1. 60 semester hours in Human Services or Education required; Bachelor's preferred.
2. Experience in Human Services or Education.
3. Successful experience working with community organizations.
4. Successful experience working with children and their families with various circumstances.
5. Effective interpersonal, oral and written communication skills.
6. Experience in developing and/or leading workshops and training.
7. Experience in facilitating meetings.
8. Ability and desire to work in a team atmosphere.
9. Ability to maintain a flexible schedule, including early mornings, evenings and weekends or schedule modification.
10. Possess strong problem solving skills and the ability to maintain confidentiality.
11. Possess strong organizational skills and the ability to prioritize and respond to deadlines while working multiple tasks and maintaining accurate records.
12. High degree of self-motivation and ability to work with minimum supervision.
13. Working knowledge of computer applications such as Google Suite and Apple devices.
14. Valid Illinois driver's license and transportation.

SPECIFIC RESPONSIBILITIES:

1. Serve as Family and Community Engagement Leader to families, students, staff and community.
2. Empower families to fully participate in the family and community engagement team, and in school level decision-making.
3. Provide families with training to facilitate student learning at home.
4. Provide school staff with the professional development to deepen and grow trusting relationships with all families.
5. Make home visits to actively engage families in solving school-related concerns.
6. Plan and implement, in cooperation with the Principal and school staff, a strong 2-way communication plan.
7. Plan and implement, in cooperation with the Principal and school staff, family events aligned to school improvement goals.
8. Help schools in monitoring parent materials budget, securing food and materials for events as needed.
9. Actively participate on the school's instructional leadership team (ILT).
10. Make referrals to appropriate community resources.
11. Plan transportation for parent activities, conferences, and home visits.
12. Create deep levels of community partnerships.
13. Provide data/documentation, as needed, for Federal Program evaluation purposes and federal program compliance.
14. Perform other duties as assigned.

APPLICATION DEADLINE/OPEN UNTIL:

January 27, 2025 at 4:00 p.m.

EFFECTIVE DATE:

Upon Board Approval

SALARY: \$27.85 per hour (Year 1 – 2024-2025 Salary Schedule)

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

HOW TO APPLY:

Go to [Human Resources](#) on the District website, click on classified vacancies and follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006