



## NOTICE OF VACANCY

**DATE:** June 4, 2019

**TITLE OF VACANCY:** Parent Educator – (Title 1) Funded One Year only

**LOCATION:** Black Hawk Elementary

**DAYS PER YEAR:** 180

**HOURS PER DAY:** 7.5

### REQUIREMENTS/QUALIFICATIONS:

1. 60 semester hours in Human Services or Education required
2. Experience in Human Services or Education
3. Successful experience working with at risk children and their parents
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
2. Provide parents opportunities to fully participate in family and community engagement team, and 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
5. Work with staff to increase parent participation in the child's education
6. Plan and implement, in cooperation with Principal and school staff, parent events aligned to school improvement
7. Help school in monitoring 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 for parents, students, and staff
11. Provide data/documentation, as needed for Title I evaluation purposes and federal program compliance.
12. Perform other duties as assigned

**APPLICATION DEADLINE:** June 14, 2019

**APPOINTMENT DATE:** August 15, 2019

**SALARY:** \$21.60 per hour (18-19 Salary Schedule)

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

### HOW TO APPLY:

go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions

OR

### Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704 525-3006

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