

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
2010-2011 SCHOOL YEAR
NOTICE OF VACANCY

Posting Date: September 13, 2010

Closing Date: September 17, 2010

Position: Parent/Community Volunteer Coordinator
Supervisor: Principals and Title I Director
Salary: \$10.00 per hr. Based on Title I Funding

Location: See Attached Page
Budget Source: Title I
Employment Term: See Attached Page

QUALIFICATIONS:

1. Minimum of a high school diploma/GED
2. Valid driver's license and reliable transportation
3. Pass a background check
4. Must take a Tuberculosis (TB) test
5. Able to analyze tasks that need to be done and proceed with a plan
6. Able to work independently; manages time wisely
7. Maintains confidentiality
8. Computer literate; able to communicate via email
9. Demonstrate ability to work with parents and school personnel
10. Model appropriate behavior and appearance on the job
11. Available to work flexible hours to meet the needs of families
12. Demonstrates ability to work with families from various cultures and income levels

DUTIES/RESPONSIBILITIES:

1. Develop knowledge of community agencies and resources which provide services for families.
2. Serve as a liaison for families with school and community agencies as needed.
3. Attend trainings to learn how to assist parents in working with their own children.
4. Coordinate parent trainings to meet Title I requirements.
5. Assist with the implementation of an effective parent involvement program that includes volunteer initiatives, tutoring, fund raising, and training.
6. Organize and coordinate a school Read Aloud program.
7. Use effective oral and written communication skills.
8. Provide reports, data, and payroll forms in a timely manner as requested.
9. Work with the principal to schedule work hours to maximize support for parents.
10. Perform other work-related duties as assigned by the principal and/or the Title I Director.

Equal Employment Opportunity:

As required by Federal laws and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537, 304-329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.

**VACANCY LIST
PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537**

AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE PRESTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY IN EMPLOYMENT AND IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO CAROL RILEY, TITLE IX COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304)329-0580; OR TO THE DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS.

PERSONS INTERESTED IN MAKING APPLICATIONS FOR ANY POTENTIAL OR EXISTING VACANCY LISTED SHOULD CONTACT THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WV 26537, PHONE (304)329-0580.

DATE VACANCY LISTED: September SCHOOL TERM: 2010-2011

NON-CERTIFIED PERSONNEL

LOCATION	DESCRIPTION OF VACANCY
Aurora	1 Parent/Community Volunteer Coordinator <i><u>Dates of Employment:</u>September 27, 2010 – June 10, 2011</i> <i><u>Salary:</u> \$10.00 an hr. – not to exceed 240 hrs.</i>
Bruceton	1 Parent/Community Volunteer Coordinator <i><u>Dates of Employment:</u>September 27, 2010 – June 10, 2011</i> <i><u>Salary:</u>\$10.00 an hr. – not to exceed 400 hrs.</i>
Fellowsville	1 Parent/Community Volunteer Coordinator <i><u>Dates of Employment:</u>September 27, 2010 – June 10, 2011</i> <i><u>Salary:</u> \$10.00 an hr. – not to exceed 300 hrs.</i>
Kingwood	1 Parent/Community Volunteer Coordinator <i><u>Dates of Employment:</u>September 27, 2010 – June 10, 2011</i> <i><u>Salary:</u> \$10.00 an hr. – not to exceed 400 hrs.</i>

Terra Alta/East Preston

1 Parent/Community Volunteer Coordinator

**Dates of Employment:September 27, 2010 –
June 10, 2011**

Salary:\$10.00 an hr. – not to exceed 400 hrs.

Tunnelton-Denver

1 Parent/Community Volunteer Coordinator

**Dates of Employment:September 27, 2010 –
June 10, 2011**

Salary:\$10.00 an hr. – not to exceed 200 hrs.

Valley

1 Parent/Community Volunteer Coordinator

**Dates of Employment:September 27, 2010 –
June 10, 2011**

Salary:\$10.00 an hr. – not to exceed 160 hrs.