

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

**Posting Date: September 15, 2010**

**Closing Date: September 21, 2010**

**Position: Parent/Community Volunteer Coordinator**      **Location: Rowlesburg Elem.**  
**Supervisor: Principals and Title I Director**              **Budget Source: Title I**  
**Salary: \$10.00 per hr. –not to exceed 200 hrs.**              **Employment Term: September 27, 2010 –  
June 10, 2011**

**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.

