

**Notice of Job Vacancy #22-040**

Posting Date: October 13, 2021

Position: Parent Involvement Associates to serve Jefferson County Schools

Number of Positions: Two (2)

Location: North Jefferson Elementary School

Employment Term: part-time / "as needed"

Salary: \$18.00 per hour

Qualifications:

1. High school diploma or equivalent
2. Have experience serving as an advocate for children and families
3. Demonstrate excellent interpersonal, communication and organizational skills
4. Demonstrate ability to develop collaborative partnerships
5. Exhibit familiarity with family engagement research and practice
6. Prior experience facilitating parent involvement programs in an educational setting preferred

Job Summary: The selected candidate will serve as a liaison among faculty, staff, students, families and community members to promote educational opportunity in Jefferson County Schools through Title I programs.

Responsibilities:

1. Coordinate activities to engage parents and families to improve student achievement.
2. Facilitate activities to support parents and families before and after school.
3. Communicate regularly with parents and families regarding events and opportunities.
4. Develop and implement targeted opportunities for underrepresented families.
5. Collaborate with all stakeholders to promote a family-friendly school climate.
6. Promote parents and families as partners in the decision-making process.
7. Recruit partners to connect parents and families with community resources.
8. Exercise cultural competency with diverse groups of individuals.
9. Maintain strict confidentiality.
10. Perform other duties and responsibilities as assigned.

Reports To: Building Principal; EPIC Administrator

Evaluation: As required by State Board Policy 5310. The evaluation process outlined in this policy will be followed for professional and service employees.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of four ways:

**Online application** can be made via Search Soft by clicking on the link below:

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy application and cover letter to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application and cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).

3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted for consideration until the positions are filled.**