

Title: Parent Educator Resource Coordinator for Doddridge County Parent Educator Resource Center

Term of Employment: Not to exceed 210 days

SALARY: Per Raleigh County Schools Salary Schedule based on certification or licensure and year of experience.

Responsibilities:

Plan, schedule and document all county-wide and preschool activities. Meet with parents, educators and office personnel at all Doddridge County Schools for problem resolution, work cooperatively with educators, directors, community and parents, including home visits. Assist in all general P.E.R.C. program activities to include Project A.C.E. Preschool Program, Special Education, Title I and all county-wide P.E.R.C. programs. Assist and participate in Doddridge County Schools Academic Boosters at each school. Participate in appropriate available training sessions. Adhere to rules and regulations regarding confidentiality. Provide information to parents, county educators, public and community agencies through group meetings, home visits, teachers' meetings, distribution of brochures and visitation to community agencies. Provide training courses to parents and school personnel. Participate in appropriate school improvement activities. Provide a focus on expanding parent and community involvement activities and improve school and community communication. Other duties as assigned

Minimum Qualifications

Must have good communication and organizational skills, possess a high school diploma and have experience in community service activities and/or experience working in the Doddridge County School system

REPORTS TO: Principal/Director of Student Instructional Services and SESC Chief Administrator or designee

CONTRACT/AGREEMENT:

This position is grant-funded based on availability of funding. SESC employment agreements are for one year or less. SESC does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

CONDITIONS OF EMPLOYMENT:

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY:

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

DEADLINE TO APPLY:

Applications must be received by July 11, 2018.

Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) official college or university transcripts

Please mail or email applications to:

Jason Butcher

214 N. Kanawha Street

Beckley, WV 25801

jlbutcher@k12.wv.us