

**SESC**  
**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER GRANT**  
**PROJECT: BLAST**

POSITION: Parent Involvement Coordinator

LOCATION: Glade Elementary School

QUALIFICATIONS:

1. Previous experience with elementary age students preferred
2. Networking ability with parents and community members
3. Knowledge of introductory computer use skills (email, word processing, power point, internet use)
4. Good oral and written communication skills
5. Good organizational skills

SALARY: \$20.00 per hour

JOB DESCRIPTION:

1. Develop and deliver a site-based program for parent and community member offerings; which may include but not be limited to, technology, job skills and preparation, general enrichment experiences, computer enrichment, vocational, cooking, etc. (based on parent and community member interest/need surveys)
2. Locate instructors to conduct parent and community member offerings
3. Secure needed supplies for parent and community member offerings, including submitting purchase requisitions with the site coordinator to submit for approval of purchase
4. Administer and compile parent and community member surveys and offering evaluations
5. Help recruit volunteers to assist in implementing BLAST student and parent offerings
6. Market for parent and community member offerings
7. Maintain records for parent and volunteer attendance as required
8. Submit records to the site coordinator
9. Attend staff meetings and training as required
10. Assist with programs planned for family members of students
11. Invite appropriate community members to present topics relative to the student and parent offerings
12. Supervise afterschool students

APPLICATION  
DEADLINE:

EMPLOYMENT  
EFFECTIVE:

Up to 2.5 hours per week (0.5 hour of planning, 2 hours of instruction daily – 1 day per week)) for up to 13 weeks, plus additional planning/meetings before program begins

\*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY:

The SESC operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

To apply for a SESC 21<sup>st</sup> CCLC position send job application, transcript(s) (unofficial is/are acceptable), resume, cover letter, and background checks. Both state and federal background checks are required if not already employed by a local board of education office. The SESC application is located online at: [sescwv.org](http://sescwv.org). Send documentation to:

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