

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

Term of Employment: 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 Preschool and P.E.R.C. 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
- 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 bachelor's degree 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.

DEADLINE TO APPLY: MAY 18, 2022 at 4pm – or until filled