

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **September 15, 2020**

POSITION: Parent and Family Engagement Building Coordinator

ASSIGNMENT: PS-2, PS-14, CHS and Troy Middle School (*1 per building*)

RESPONSIBILITIES:

- * Work with the Principal, teachers and parents to develop the Parent and Family Engagement Plan for the 2020-2021 school year, plus Summer 2021 (to be submitted to the Grants Office on or before October 1, 2020).
- * Plan and execute a ***minimum of 8 activities*** from September 2020 through August 2021
- * Submit activity and budget plans for each parent outreach event
- * Provide agendas and sign-in sheets to the Grants Office for all parent outreach activities within one week of activity
- * Maintain Parent and Family Engagement building budget
- * Coordinate expenditure of funds for events at the school level (i.e., requisitions, vendor claims, purchase orders and timesheets)
- * Send monthly updates on activities to the Grants Office
- * Coordinate and be in attendance at all parent outreach events
- * Attend District Parent and Engagement Committee meetings
- * Meet with Coordinator of Grants & Funded Programs at least 2X per school year

EFFECTIVE DATE: September 1, 2020 – August 31, 2021

SALARY: \$1,500.00 (*Pending Grant Approval*)

CLOSING DATE: **September 22, 2020**

Please e-mail a letter of interest along with a list of four (4) references to:
humanresources@troycsd.org

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.