

An Equal Opportunity / Affirmative Action Employer  
**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** May 16, 2023  
**POSITION:** Parent & Family Engagement Building Coordinator  
**EFFECTIVE DATE:** September 1, 2023 – June 30, 2024  
**ASSIGNMENT:** PS2, PS14, PS16, PS18, CHS, TMS, THS & TCS (1 per building)  
**REPORTS TO:** Assistant Director of Grants, Academic Programs & Accountability  
**QUALIFICATIONS:** Certified employee in the Troy City School District

**RESPONSIBILITIES:**

- Work with Principal, teachers and parents to develop the Building Parent and Family Engagement Plan for the 2023-2024 school year (to be submitted to the Grants Office on or before October 1, 2023).
- Plan and execute a minimum of 8 activities from September 2023 through June 2024.
- Maintain Parent and Family Engagement building budget and coordinate expenditure of funds for events at the school level (i.e., requisitions, vendor claims, purchase orders and timesheets).
- Provide agendas, sign-in sheets and all activity materials to the Grants Office for all parent outreach activities within one week of activity.
- Attend the District Parent and Family Engagement Committee meetings and send monthly updates on activities to the Grants Office.
- Meet with the Assistant Director of Grants, Academic Programs and Accountability at least 3X per school year.
- Coordinate events, recruit volunteers to support events and attend all parent outreach events
- Any other responsibility as deemed necessary by the Assistant Director of Grants, Academic Programs and Accountability.

**SALARY:** \$3,000 stipend

**CLOSING DATE:** May 23, 2023

Please e-mail a letter of interest to: [humanresources@troycsd.org](mailto: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.