



# PLEASE POST

**REGINA ARMSTRONG**  
Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**  
Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

**March 30, 2023**

**JOB POSTING # 27**

## 2022 - 2023 SCHOOL YEAR VACANCY

**Multilingual candidates encouraged to apply  
(Previous applicants need not apply)**

**POSITION:** **PARENT RESOURCE CENTER FACILITATOR  
(PART-TIME)**

**LOCATION:** **District-Wide**

**DAYS/HOURS:** **Monday – Thursday (4:00– 8:00 pm)  
Occasional work hours on Saturdays**

### QUALIFICATIONS:

- Experience in education, social services, and parent support and advocacy
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to work positively with parents, district personnel and community organizations

### JOB DUTIES/RESPONSIBILITIES:

- Assist the PRC Liaison in providing welcoming support to families upon registering their children in the school district
- Assist the PRC Liaison in meeting its mission to engage parents and family to support the Parent Resource Center
- Act as a resource for families for the purpose of providing information and listening to concerns



- Demonstrate a strong understanding of culturally and linguistically diverse populations
- Serve as a liaison on the parent organizations (e.g., PTO, Special Education PTO, etc.)
- Create opportunities to involve all parents in the education of their child
- Assist the PRC in scheduling parent and family workshops linked to district and school goals.
- Assist the PRC Liaison in establishing a Parent University to provide courses of interest and need (e.g., ESOL, GED classes, computer training, financial literacy, etc.)

**COMPENSATION:** Contractual Agreement

**CLOSING DATE:** April 17, 2023

**APPLICATION PROCEDURES:**

Candidates **must** apply on [www.olasjobs.org/longisland](http://www.olasjobs.org/longisland). Interested, qualified candidates should submit a letter of interest and resume.

*Rodney Gilmore, Ed. D.*

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We are an Equal Opportunity Employer