



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 # 26

2022 - 2023 SCHOOL YEAR VACANCY

POSITION: PARENT RESOURCE CENTER LIAISON

Bilingual (Spanish) Preferred
(Previous applicants need not apply)

LOCATION: Districtwide

QUALIFICATIONS: Must possess a valid New York State certification

- Excellent verbal, written and computer skills,
- Strong public speaking skills
- Ability to work with parents, district personnel and community organizations.
- Must be available to work a full-time schedule Monday-Friday, including after-school program hours, occasional Saturdays, summer school programming and other times, as needed to oversee the program

JOB DUTIES/RESPONSIBILITIES:

- Provide welcoming support to families upon registering their children in school
- Assist the district in meeting its mission to engage parents and family to support the Parent Resource Center
- Act as a resource for families, providing information and listening to concerns
- Lead and improve the District's Parent Resource Center with input from the community
- Lead the District's Comprehensive Improvement Plan committee on Family and Community Engagement
- Develop and maintain a Parent Library
- Provide orientation for all parents new to the district
- Serve as a liaison to existing parent organizations (e.g., PTO, Special Education PTO, etc.)
- Contact outside community agencies to seek resources and activities that will increase family participation in school district and parent training opportunities
- Prepare and manage PRC grants and budgets
- Create opportunities to involve all parents in the education of their child
- Establish a Parent University to provide courses of interest and need (e.g., ESOL, GED classes, computer training, financial literacy, etc.)
- Supervise the PRC Facilitator



COMPENSATION: Salary commensurate with experience

CLOSING DATE: April 17, 2023

APPLICATION PROCEDURES: Candidates **must** apply on www.olasjobs.org/longisland. Interested, qualified candidates should submit a letter of interest and resume.

Rodney Gilmore, Ed. D.

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources

We are an Equal Opportunity Employer