

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: August 13-19, 2009**  
**Reposting Dates: November 12-18, 2009**

**TITLE: Parent Facilitator – Title I (Wilkins)**

An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents **must** be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

*Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.*

**QUALIFICATIONS:**

Education: Associates Degree or equivalent experience in human services related field.

Experience: A minimum of two year's experience in activities related to parent involvement, and working with children and parents.

Skills: Ability to relate to and communicate effectively with parents and establish a working relationship with parents with minimal supervision.

Demonstrated interest in assisting parents.

Positive staff relationships.

Able to represent the Flint Community Schools in association with non-school agencies and/or organizations.

**Other Requirements:**

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO:** Building principal

**TERMS OF EMPLOYMENT: Grade 7, Technical Salary Schedule; 199 Days; 30 Hours/Week; Beginning salary \$457.50/week. (Grant Funded Position)**

**ESSENTIAL FUNCTIONS:**

Meets monthly with the Director of State and Federal Programs.

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**ESSENTIAL FUNCTIONS continued:**

Works cooperatively with the Title I teacher in providing basic skills tutoring services to students.

Organizes the building level Title I Parent Advisory Council and serves as its resource person.

Provides help in implementing the Title I programs as needed.

Coordinates various parent involvement programs.

Stimulates growth of self-concept in children and parents identified as program participants.

Utilizes community resources for referring problems to the appropriate community agency.

Schedules and makes home calls as a means of dealing with school problems.

Assists with Title I Parent Scholarship Fund.

Keeps updates files regarding children and parents participating in the program.

Attempts to meet every new parent and assist him/her in understanding school programs.

Attends professional staff development session, as appropriate.

Uses skills necessary to build strong relationships with parents and community.

Recruits parents to participate in a series of workshops designed to implement better parent/child communication.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines)

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Technical Salary Schedule personnel.

mjh-human resources  
12-11-08

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770**

**خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770**

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-6770**

**設有翻譯服務, 祇要提出要求, 請電760-6770.**