



## **Notice of Job Vacancy #23-067**

Posting Date: October 19, 2022

Position: EPIC Parent Involvement Associate serving Jefferson County Schools

Location: TA Lowery Elementary School

Employment Term: Part-time / "as needed"

Number of Positions: One (1)

Salary: \$18.00 per hour

Qualifications:

1. High school diploma or equivalent
2. Have experience serving as an advocate for children and families
3. Demonstrate excellent interpersonal, communication and organizational skills
4. Demonstrate ability to develop collaborative partnerships
5. Exhibit familiarity with family engagement research and practice
6. Prior experience facilitating parent involvement programs in an educational setting preferred

Job Summary: The selected candidate will serve as a liaison among faculty, staff, students, families, and community members to promote educational opportunity in Jefferson County Schools through Title I programs.

Responsibilities:

1. Coordinate activities to engage parents and families to improve student achievement.
2. Facilitate activities to support parents and families before and after school.
3. Communicate regularly with parents and families regarding events and opportunities.
4. Develop and implement targeted opportunities for underrepresented families.
5. Collaborate with all stakeholders to promote a family-friendly school climate.
6. Promote parents and families as partners in the decision-making process.
7. Recruit partners to connect parents and families with community resources.
8. Exercise cultural competency with diverse groups of individuals.
9. Maintain strict confidentiality.
10. Perform other duties and responsibilities as assigned.

Reports To: Building Principal; EPIC Administrator or Designee

Evaluation: As required by State Board Policy 5310. The evaluation process outlined in this policy will be followed for professional and service employees.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined – pending onboarding

Application Process for Current EPIC Employees and New Candidates:

You may submit your application one of the following ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)

Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**