

Office of the Superintendent
School District of the City of River Rouge
1460 W. Coolidge Highway
River Rouge, MI 48218

Notice of Vacancy

Date: February 16, 2012

VACANCY: Parent Room Facilitator (30 hrs/wk)

REPORTS TO: Principal – Ann Visger K-5 Preparatory Academy

GENERAL FUNCTIONS: Oversee building Parent Resource Center – provides support for materials, computer Use, helps set up appointments with staff – inform public of parent/student activities.

QUALIFICATIONS:

- High School Diploma
- Excellent skills in communication
- Computer experience with Microsoft Office programs and ability to navigate the internet
- Work collaboratively with classroom teachers and parents
- Ability to handle confidentiality

DUTIES – PERFORMANCE RESPONSIBILITIES:

- Parent Room Facilitator will be responsible for overseeing the Parent Resource Room. The facilitator will provide support for materials, computer use, help set up appointments between staff and parents, inform the public of parent/student activities through the use of various media.
- Other duties as assigned

APPLICATION CLOSING DATE: Tuesday, February 28, 2012

SUBMIT TO: Mr. James Doig, Interim Superintendent
School District of the City of River Rouge
1460 W. Coolidge Highway
River Rouge, Michigan 48218

It is the policy of the River Rouge School District that no personal shall on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap should be discriminated against, denied benefits or excluded from hiring or promotion.