

Parent Leader for School Building



Cicero Public School District 99 is seeking an individual to assume a part-time role of **Parent Leader** at one of our elementary schools to assist with parental involvement, in order to improve student academic success.

QUALIFICATIONS INCLUDE, WITHOUT LIMITATION:

1. Parent of Cicero School District 99 student (preferred but not required)
2. Bilingual English/Spanish (preferred but not required)
3. Effective organizational and communication skills;
4. Willingness to accept responsibility
5. Ability to work effectively with staff, parents and the community
6. Minimal Computer Skills

JOB RESPONSIBILITIES INCLUDE, WITHOUT LIMITATION:

1. Present Workshop to other district parents to help them support their child's education
2. Manage the school's parent library
3. Attend and support with the monthly principal coffee meetings
4. Prepare school-parent involvement reports in Google Sheets
5. Attend district meetings with other parent leaders
6. Assist in coordinating District Annual Event Parent University
7. Work with school principal to organize/coordinate parent workshops
8. Required to attend and provide D99 professional development which includes and is not limited to D99 platform usage, parent registration support and other duties as assigned.

Working conditions

- Usual office working conditions.
- Work is generally performed in an administrative office requiring frequent use of communication with parents and computers.

Physical requirements

- Regularly required to sit, stand, walk, talk, hear, operate a computer, reach with hands and arms, and must occasionally lift and/or move up to 50 pounds.

Hourly STIPEND: \$15.53 per hour

Terms of Employment

- Date: August - June of School Year
- Hours: 50 hours per month (including day and evening hours) Not to exceed 600 hours per calendar year.