



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-035-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Community Development Specialist
Grade/Step: PL 19 - 25
Salary: \$6,248.32 to \$8,752.64 p/a

Location: Division of School Support
Department of Education
Weno, Chuuk State

Position Supervised by: School Management, Capacity Building and Scholarship Coordinator

SUMMARY:	The Community Development Specialist works cooperatively with administration and teachers to support parental and community involvement, working with parents. Coordinates and carries out activities designed to increase parent involvement, parent advocacy, parent education, outreach into the community, and collaboration with community agencies. Coordinates parent involvement and education in various school programs, subjects, and other activities in order to improve the communication between home and school, as well as the academic success of the students. Ensures that equity of opportunity and access to programs is attainable to all students and families. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Assist parents in becoming advocates their children as learners.• Coordinate and facilitate the distribution of information and services to parents and students, with respect to parent education and parent empowerment, to improve student achievement.• Assist with the organization of health fairs, parent committees, parent training, and parent education.• Assist with the organization of parent orientation and parent focus groups to

	<p>assess community needs.</p> <ul style="list-style-type: none"> • Assist school personnel and administration in translating and communicating with parents. • Assist in the compilation of a Parent Resource Book for students and parents. • Work with the adult school to develop and coordinate a variety of educational classes and services based on students' needs, including parent education and career technical education training. • Serve as an intermediary between home and school, providing access to parents and children whose primary language is other than English. • Facilitate and organize community efforts as it relates to parent empowerment and community needs. • Assist with the organization of parent orientation and information meetings. • Assist in developing leadership skills in parents. • Work as a member of a team composed of other outreach workers, other school staff, and community members. • Provide direct services to parents, as needs arise, in the form of guidance, advocacy, crisis intervention, and resource facilitation. Assist in gathering data to program evaluation, program design, and continual program improvement. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of parent and community involvement. • Interpersonal relations skills using tact, patience, and courtesy. • Modern office practices, procedures, and equipment. • Letter and report writing. • Filing and record keeping techniques. • Principles and techniques of advising parents and students. • Department organization policies and objectives. • Establish and maintain harmonious and effective working relationships with others. • Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. • Maintain accurate and current records. • Communicate effectively in writing. • Communicate effectively orally. • Meet schedules and time lines.

	<ul style="list-style-type: none"> • Operate a vehicle, observing legal and defensive driving practices. • Understand and carry out oral and written instructions. • Establish and maintain effective relationships with those contacted in course of work.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Associate degree is required. • Bachelor's Degree in Education, an appropriate community involvement area or a related field is preferred. • Minimum of five years of successful classroom experience; more successful experience is preferred. • Minimum of two years of community development and/or involvement experience; more successful experience is preferred. • Successful experience as a trainer or professional development provider; more successful experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office, school, and field environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com