



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 8/12/2016

Great Start Collaborative (GSC) Parent Liaison

JobID: 3579

Position Type:

Professional Support Services/Early Childhood

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Date Posted:

8/12/2016

Location:

KRESA/West Campus

Closing Date:

08/22/2016

Division:

Early Childhood

Position Type:

Part-time, 11-Month

Responsibilities:

Attend and participate appropriate Early Childhood meetings within Kalamazoo RESA. Maintain defined office hours at KRESA as well as hours devoted to parental and community collaboration. Attend appropriate professional development and required state level meetings as defined by the Parent Liaison position. Coordinate the Great Start Parent Coalition (GSPC), including planning and facilitating regular (typically monthly) GSPC meetings. Maintain the local GSPC membership roster. Create the annual plan of work in conjunction with the GSPC members and GSC Director. Provide updates on GSPC activities to the GSC on an on-going basis. Communicate with all GSPC members on a regular and ongoing basis. Actively recruit, orient, and support parent members of the GSPC and GSC, helping to meet the 20% parent membership requirement on the GSC. Assure that the GSPC includes parent members who represent the diversity of the community. Help create and maintain communications tools, i.e. GSPC brochure, web page, fact sheet, social media. Disseminate Great Start initiative information to area parents. Assist with the local early childhood assessment and strategic planning process. Maintain open communication lines between GSPC parents and the GSC Director and GSC membership, implementing a process for bringing parent input and feedback about the early childhood system to the GSC to be used as part of decision making. Establish and/or maintain a positive relationship with local organizations and community partners. Maintain parent coalition records including agendas, attendance records, and minutes of all parent coalition meeting and activities. Participate in

community events and committees based upon the approved work plan, desired goals and objectives. Other duties as assigned.

Qualifications:

Be a parent of a child under the age of twelve. Prior experience with early childhood and systems change efforts. Embraces and supports Kalamazoo RESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Bachelor's degree in a related field of study. Be interested in mentoring and supporting other parents to increase their involvement and leadership skills. Know how to create and act upon an annual plan of work that includes the development of shared goals. Have experience (volunteer or paid) as an advocate with the legislature or other public organizations or groups. Have experience facilitating productive meetings where all participants are heard. Be an effective communicator in both verbal and written formats. Be self-motivated and self-directed. Know how to encourage, lead and facilitate a group toward a shared goal. Be a good problem-solver. Willingness to travel throughout the county. Willingness to attend occasional meetings and trainings located out of the county. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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