



**VACANCY ANNOUNCEMENT  
PARENT-COMMUNITY NETWORKING COORDINATOR (PCNC)  
2022-2023 School Year**

The PCNC or Parent-Community Networking Coordinator's main role is to be a liaison between parents, the community, and the school.

**Roles and Responsibilities:**

**Liaison between the KSO (Ka'ōhao School 'Ohana) and the school staff**

- Attend all KSO meetings and report back to staff on upcoming events
- Work with the KSO to plan and coordinate KSO-run events
- Manage and process KSO financial transactions: cash, check and electronic payments such as Stripe and Paypal
- Process KSO disbursement and reimbursement requests

**Communication**

- Provide school tours for prospective families and share our school's mission and vision
- Keep parents informed and connected through weekly newsletters, reader board updates, social media and website posts
- Manage all parent contact information
- Promote events through campus publicity & local media when appropriate

**Community**

- Be a liaison between Ka'ōhao School and Kailua Intermediate School in events related to students and staff
- Conduct community outreach to find resources, place-based community partnerships, and services for our school

**Coordination**

- Attend all meetings related to PCNC duties (staff meetings, Governing Board, Kokua, etc.)
- Assist with all school events involving students, parents, or our community
  - Back to School Meet & Greet, Picture Day, Concert Under the Stars, Halloween Fair, Holiday Market, Science Fair, Market Day, May Day, 6th grade campout

- Help coordinate and manage all school volunteers for events and classrooms

### **JOB DETAILS**

- The PCNC works under the supervision of the school director, is a casual employee who is employed at a maximum of 17 hours per week, and is paid at the current part-time temporary teacher (PTT) rate. They maintain a flexible work schedule which may include before and/or after school work (prior to 7:30 a.m. and/or after 4:30 p.m., Monday-Sunday), as authorized by the school director, to accommodate school needs and activities.

### **MINIMUM JOB QUALIFICATIONS**

- Ability to work effectively with parents, staff, community members and students; to encourage participation and involvement as a shared responsibility; communicate effectively with individuals (parents, school staff, and community partners) and groups; resolve conflicts effectively
- High School Graduate

### **DESIRABLE QUALIFICATIONS**

- Experience working with and organizing parents and/or community groups
- Prioritize and complete tasks in a timely manner
- Use initiative and make objective decisions that are not based on a personal need
- Protect the integrity of confidential information
- Communicate with and possess the ability to work productively with all school community members, while being inclusive and non-judgemental, as well as understanding and accepting individual cultures and backgrounds.

### **HOW TO APPLY**

Submit your resume and cover letter to the email above. All submissions must be received by Wednesday, June 22, 2022 at 3:00 p.m. Incomplete or late submissions will not be considered by the hiring committee.

Pay Rate: DOE PTT Rate (Currently \$22.43/hr for Candidate with Bachelor's Degree)