

NANTUCKET PUBLIC SCHOOLS
NANTUCKET, MA 02554

M E M O R A N D U M

TO: All Staff
FROM: Superintendent's Office
RE: Anticipated Vacancy
DATE: November 9, 2022

POSITION	AVAILABLE DATE
PC+ program Coordinator	November 30, 2022 – June 30, 2023
Nantucket Community School	

JOB DESCRIPTION: This position will coordinate and supervise all aspects of the Parent-Child Plus home visiting program, including coordination of the program and home visitors, training and data entry in the Daisy online reporting system & maintain compliance with the PC+ program requirements. This position also requires oversight of the annual budget for the program and grant writing as required.

TERMS of EMPLOYMENT: This is a part-time, up to 19 hours per week, 33 weeks per year, position. Qualified applicants must be available to work a flexible schedule that includes morning, afternoon, evening, and possible weekend hours (depending on program needs and time of year).

QUALIFICATIONS: Associate's Degree or higher in a related field. Experience in a related field (child development, education, sports & recreation management, camp counselor, coach, customer service, project management) is preferred. Exemplary communication and outreach skills are required and the ability to deliver services in a non-judgmental, empathetic, and confidential manner is essential.

APPLICATION: Interested candidates should apply by November 30, 2022, to the Nantucket Community School Director. Candidates are requested to submit a letter of interest, resume, and NCS Application via email to GraziadeiA@npsk.org. Full job description available upon request. Applications can be found at www.nantucketcommunityschool.org.