



## **La Fe Preparatory School Parent Coordinator-- Application Requirements**

### **Eligibility**

- Minimum of Bachelor's degree
- Two years working or volunteering in community based organizations
- Dedicated to the vision of the parent organization, El Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

### **Job Description**

- Become familiar with parents at the school, their interests, their skills, and their schedules.
- Recruit parent volunteers to participate as needed at school, both on regular basis and for special events
- Coordinate and document parent volunteer hours and parent participation hours.
- Maintain accurate database/records of activity, contacts and services provided; submit data as required
- Assist teachers in having parents participate in their child's classroom.
- Recruit participants for workshops & parenting classes
- Teach/lead workshops & parenting classes,
- Assist with Parent Night and Parents as Partners Program
- Work cooperatively with teachers, administrators, and school staff
- Maintain strict confidentiality with all work related information.
- Maintain professional relationship with parents and school staff.

### **Evaluation Process**

All written applications will be screened and evaluated by the Superintendent, Principal, and Administrator of Social Services. The finalist will be selected by a panel of judges comprised of educators, administrators and community leaders. The panel of judges will conduct personal interviews with each finalist.

### **Letters of Support**

Include two letters of support from an immediate supervisor , a colleague you have worked with, or a community leader, parent or student

Please submit the above required information by mail, fax, or in person to the address below:

**La Fe Preparatory School  
616 E. Father Rahm  
El Paso, TX 79901**

If you have any questions, please call: 915-533-4690

Date Received \_\_\_\_\_



# General Application

Last name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ Email \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Are you legally authorized to work in the United States on a full time basis?  Yes  No

Do you have a relative who is an employee of the La Fe Preparatory School?  Yes  No

If yes, please give the name, position and relationship of the relative. Name \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Do you have a relative who is a member of the La Fe Community Development Corporation Board of

Directors?  Yes  No

If yes, please give the name, position and relationship of the relative.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of, pled guilty or no contest to, or received probation, suspension, deferred adjudication or pre-trial diversion for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  Yes  No

If yes, please explain below.

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**Education:**

High School	Dates	Degree/Major
_____	_____	_____
_____	_____	_____
College/University	Dates	Degree/Major
_____	_____	_____
_____	_____	_____
Graduate School	Dates	Degree/Major
_____	_____	_____
_____	_____	_____
Other	Dates	Degree/Major
_____	_____	_____
_____	_____	_____

**Career Experience:**

Employer _____	Dates _____
Job Title _____	Phone # _____
Address _____	City, State, Zip Code _____
Employer _____	Dates _____
Job Title _____	Phone # _____
Address _____	City, State, Zip Code _____
Employer _____	Dates _____
Job Title _____	Phone # _____
Address _____	City, State, Zip Code _____

**Other Experience:**

Please provide information on any boards you serve on and community service/civic activities you are involved with.

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

**References:**

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

**I certify that answers given herein are true and complete.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit all information to:  
La Fe Preparatory School  
616 E. Father Rahm  
El Paso, TX 79901

For more information:  
call (915) 533-4690  
or  
e-mail [aorourke@lafeprep.org](mailto:aorourke@lafeprep.org)