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# VACANCY LISTINGS

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June 7, 2018

Greenfield Community Unit School District No. 10 is accepting applications for the following positions for the 2018-2019 school year:

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***PreK Parent Coordinator***

***\$ 11.50 per hour***

Paid Individual Health Insurance  
Associates Degree/Para Professional License preferred

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Candidates will be considered based upon certifications, qualifications, merit and ability, and relevant experiences.

***Please submit letter of application to the Greenfield District Office or fax to (217) 368-2724***

**Deadline for applications: June 21, 2018**

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Greenfield Community Unit School District No. 10 does not discriminate on the basis of race, color, national origin, or handicap.  
This institution does not follow policies or procedures that intentionally or unintentionally discriminate on the basis of sex.

# **JOB DESCRIPTION**

**TITLE:** PreK Parent Coordinator

**REPORTS TO:** Building Principal/District Superintendent

## **PERFORMANCE RESPONSIBILITIES:**

1. Supports Pre-Kindergarten teachers and administration.
2. Serves as classroom and parent liaison.
3. Serves as parent advocate.
4. Assists in annual screening program.
5. Orientates new parents to program.
6. Makes home visits.
7. Plans, implements and attends parent education activities, parent night and family night.
8. Assists/observes in classrooms (with parents).
9. Organizes and manages lending library.
10. Plans and makes arrangements for field trips.
11. Attends conferences when appropriate.
12. Provides support services, agencies and resources for families.
13. Conducts parent education classes.
14. Devises ways for parents to become involved and empowered.
15. Assists in transition to kindergarten and is available to ex-Pre-K families.
16. Keeps and updates room inventory.
17. Assists in completion of ISBE reports.
18. Other duties as assigned.