

**New Berlin CUSD #16**  
**JOB DESCRIPTION**

Position Title: Pre-K Parent Coordinator

- Qualifications:
1. High School Diploma or equivalent required.
  2. Exceptional organizational skills.
  3. Ability to communicate to parents, teachers, and students in an acceptable/courteous manner.
  4. Professional image, actions, communications and working relationships are required at all times in addition to maintaining confidentiality.
  5. Ability to understand and follow basic oral and written instructions.

Department: Building Personnel

Location: Elementary

Reports to: Building Principal and/or Superintendent

FLSA Class: Non-Exempt

Revised Date: 12/13/23

Job Goal: Responsible for working with parents, teachers, and administrator, to coordinate and advocate for family involvement to facilitate learning.

Performance Responsibilities:

1. Participate in student screenings, discussing the program and answering parent questions.
2. Communicate with teachers and paraprofessionals to identify all necessary documents are on file in each child's educational file (birth certificate, physical, registration, release of information, pick up list)
3. Communicate volunteer opportunities for parents to volunteer in the classroom.
4. Coordinate a book and toy lending library (including checking for missing items, cleaning toys, repairing books, creating interaction activities on cards for parents and children to utilize while playing with toys).
5. Coordinate and provide parent education classes and family fun nights.
6. Shop for supplies for parent education classes and family fun nights.
7. Develop a Parent Resource Library.
8. Document parent participation and recording those numbers on the Program Record and Student Record that is sent to ISBE.
9. Assist with evaluating the program, family fun nights, and parent education classes in order to better serve our families.
10. Organize a Parent Advisory Board to help brainstorm family fun nights and parent education classes offered in Pre-K.
11. Complete the Parent Coordinator Inventory.
12. Communicate with all stakeholders including but not limited to families, teachers, support personnel and outside agencies. Communication shall be sent to teachers for newsletters.
13. Evaluate the effectiveness of the program activities at least bi-annually by surveying families.

14. Advocate for children, families, parents and teachers including communication about the importance of the parental role in the education process.
15. Assist the building administration in positive public relations.
16. Provide assistance to parents, students and all outside agencies as needed.
17. Perform other duties as requested by building administration.

TERMS OF EMPLOYMENT:

On an annual basis, funding for this position may not be based on funding from the Pre-K grant. The work hours will be determined by administration annually is subject to change with district demands. Position constitutes an employee at will of the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and Evaluation of Support Services Personnel by the Superintendent.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: \_\_\_\_\_

Date: \_\_\_\_\_