



DIXON PUBLIC SCHOOLS #170

Preschool for All Parent Coordinator

Position Overview

Job Title: Preschool for All Parent Coordinator

Department/School: Washington Elementary School

Reports To: Principal

Evaluation: Evaluated annually by May 25th of the evaluation year by the immediate supervisor

Schedule: 193 workday calendar; Monday through Friday; 7.5 hours per day

Summary: The Preschool for All Parent Coordinator will work collaboratively with families, education staff and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs and setting and achieving ambitious family goals.

Qualifications

Required:

- Experience working with preschool-aged children, families, or in an early childhood education environment
- Interest and ability to work with students/teachers/parents
- Ability to work effectively with families to develop and sustain meaningful communication to assist in their students' learning
- Basic computer proficiency (email, spreadsheets, student information systems, digital communication tools)

Preferred:

- Familiarity with community resources such as housing, food assistance, mental-health services, early intervention
- Familiarity with child development programs, and social service agencies
- Experience working in diverse communities and supporting families from different cultural or socioeconomic backgrounds

Essential Duties and Responsibilities

Eligibility and Recruitment

- Support program efforts and outreach to identify and recruit the most at-risk children in the community.
- Educate families about the importance of early learning programs and support families in completing the enrollment process.
- Coordinate year-round community screenings for potential students.
- Educate families about the benefits and importance of regular attendance and connect families to resources as appropriate.
- Identify and develop potential partnerships with community entities with access to priority populations, such as Head Start and all early childhood programs.

Comprehensive Services

- Assess family needs and identify parent/guardian goals for family. Refer families to community resources to support comprehensive needs.
- Maintain clear, written case notes that document family needs and goals, resources provided to address those needs/goals and family progress.
- Coordinate family meetings and workshops to educate families in the areas of child health, mental health and development.
- Assist families in establishing medical and dental routines for their children to ensure access to consistent healthcare; support referrals to mental health resources as appropriate.
- Coordinate and conduct home visits or parent conferences as needed to support home-school connection, address attendance concerns and provide family support.
- Support the program in seeking out and enrolling children with special needs, including empowering families as advocates for their children.

Parent Engagement and Education

- Collaborate with teachers and instructional leaders to engage families in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents.
- Provide parent/child events to strengthen family-school connections and support early learning. Organize at least one event per quarter.
- Engage families in a Parent Advisory Council inclusive of a diverse range of family perspectives, who meet on a consistent basis.
- Lead development and implementation of family education opportunities including connecting to local collaborations and community partners. Solicit family input on education offerings.
- Support communication with families in their home language, when possible, or facilitate translation so Parent Coordinator can communicate with all families.
- Support kindergarten transition activities for students and their families.

Compensation and Benefits

Dixon Public Schools #170 offers a competitive salary and benefits package, including:

- Pay Rate: \$21.00 - \$23.00 per hour, based on experience
- Health insurance: Medical, dental, and vision coverage available
- Retirement plan: IMRF
- Paid time off: 15 sick days and 2 personal days per year

Application Process

To apply for this position, visit the District's website at www.dps170.org. The employment application process can be found by using AppliTrack. Click on the District link and then the "Employment" tab. Current employees may submit a letter of interest.

Dixon Public Schools #170 is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected characteristic. We are committed to creating a diverse and inclusive work environment.