

## ***Rantoul City Schools District 137***

### **Job Description**

**Position Title:** PreK Teacher on Special Assignment (PKTOSA)

**Department:** PreK

**Area:**

**Reports to:** PreK Director

**Grade Level:** PreK

**FLSA Class:** Exempt

### **SUMMARY**

The PreK Teacher on Special Assignment (PKTOSA) will serve in a dual capacity for the 2025–2026 school year only: teaching in a PreK classroom for approximately 50% of the instructional day and supporting the PreK Director with program coordination and family engagement responsibilities for the remaining 50%. This position is designed to enhance instructional quality, strengthen home-school connections, and improve program operations.

The responsibilities of this position incorporate key elements from the following established job descriptions:

1. PreK Teacher
2. PreK Family Educator
3. PreK Director

### **QUALIFICATIONS**

1. Illinois Professional Educator License with appropriate early childhood endorsement
2. Demonstrated experience in early childhood education preferred
3. Strong communication and interpersonal skills
4. Ability to work effectively with families and staff from diverse backgrounds
5. Organizational and time management skills
6. Bilingual (English/Spanish) preferred

### **DUTIES**

#### **Instructional Responsibilities (50%)**

1. Deliver developmentally appropriate PreK instruction aligned to Illinois Early Learning and Development Standards (IELDS)
2. Create a safe, inclusive, and engaging classroom environment
3. Assess student progress and maintain records using a variety of assessment tools
4. Collaborate with classroom teaching assistants and support staff
5. Participate in team planning and professional learning communities

#### **Program and Family Engagement Support (50%)**

1. Assist in coordinating and facilitating family engagement events, including the Parent Advisory Council, kindergarten transition activities, and parent education opportunities
2. Support recruitment, registration, and screening processes, including helping families complete required documentation
3. Communicate regularly with families to support attendance, compliance, and engagement
4. Participate in home visits and follow-up with families regarding services, supports, and student progress
5. Collaborate with the Family Educator, social worker, nurse, and community agencies to provide wraparound support for students and families
6. Support the PreK Director with planning, communication, and implementation of professional development, grant-related activities, and program improvement efforts
7. Provide classroom and office coverage when needed
8. Perform additional duties as assigned by the PreK Director

**MENTAL DEMANDS:**

1. Ability to communicate (verbal and written) and effectively communicate with staff involved in finance department, administration and board members.
2. Ability to maintain emotional control under stress.

**WORKING CONDITIONS:**

1. Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
2. Outdoor schoolyard and grounds, exposure to; temperatures (hot, warm, cool, cold), and exposure to mowed grass.
3. Regular work attendance.
4. This position does not qualify for remote work

5. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Smell			X	
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**TERMS OF EMPLOYMENT:** 180-day certified position, for the 2025–2026 school year only

**SALARY:** - To be established by the Board of Education and the collective bargaining agreement

**EVALUATION:** Performance will be evaluated by the PreK Director in accordance with district policy and the Illinois Educator Evaluation System.

Approved 5/15/2025