

Title: **Coordinator/Teacher Pre-K at Risk**

Qualifications:

1. Appropriate Illinois Certification (Type 2 or 4)
2. Minimum of Bachelor's Degree
3. Knowledge of and/or expressed interested in individualized instruction of pupils
4. Willing to continue training for professional growth

Responsible To: Superintendent of Schools

Responsibilities:

1. Guide the daily operation of the program.
2. Interpret and implement state and federal regulations regarding the program.
3. Serve as liaison between school, home, and community.
4. Assume responsibility for decisions regarding staff, program, and fiscal management.
5. Oversee the maintenance of program records, files, and budget.
6. Develop programs to meet parent needs and promote home-school relationships
7. Supervise transition of students between Pre K and other programs.
8. Lead staff meetings and in services.
9. Help develop and secure grant opportunities.
10. Maintain lines of communication with necessary constituents.
11. Maintain a safe and healthful environment.
12. Other duties as assigned.

Terms of Employment: 9 month contract