



NOTICE OF VACANCY

DATE: December 17, 2024

TITLE OF VACANCY: Preschool for All - Expansion Parent Educator

LOCATION: Early Learning Center

REPORTS TO: PK Programs Coordinator

DAYS PER YEAR: 180 (Remainder of the 2024-2025 School Year)

HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in Child Development, Early Childhood Education, Social Work, or a related field
2. Commitment to supporting at-risk families
3. Documented successful experience working with young children and families
4. Strong communication and interpersonal skills
5. Ability to work non-traditional hours
6. Valid Illinois driver's license and reliable transportation

SPECIFIC RESPONSIBILITIES:

1. Work closely with PK staff, families, and community partners to support the needs of children and families
2. Work with the PK teaching staff to increase parent involvement in their child's education
3. Coordinate and conduct home visits to support home-school connection, attendance concerns, and other needed family supports
4. Make referrals to appropriate community resources
5. Identify and develop potential partnerships with community entities with access to priority populations
6. Provide leadership support in day to day operations at PK locations
7. Plan and implement activities for parent involvement, parent workshops, and Parent Advisory council meetings
8. Assist with the maintenance and ordering of materials for PK toy and book lending libraries
9. Assist with developmental preschool screenings
10. Assist with the collection of data/documentation as needed for program evaluation purposes
11. Provide transportation, if needed, for parent activities and conferences
12. Serve as a role model to parents and students
13. Perform other duties as assigned

APPLICATION DEADLINE:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$27.85 (24-25 Salary Schedule)

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

SELECTION PROCESS: Application, Interview, and Selection

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions *OR*

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Ave
Springfield, IL 62703
217-525-3006

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