

Griggsville-Perry CUSD #4

JOB DESCRIPTION

Position Title: Pre-K Parent Coordinator

Department:

Location:

Reports to:

FLSA Class: Non-Exempt

Revised Date: January 1, 2023

SUMMARY

The purpose of the position of Parent Coordinator is to work with the teachers, administrators, and parents to coordinate and advocate for family involvement to facilitate children's learning.

DUTIES

1. Coordinate and promote the screening process.
2. Welcome new families.
3. Coordinate parent and community volunteer groups and involvement.
4. Promote parent education and support opportunities.
5. Plan various social and educational opportunities for families throughout the year.
6. Coordinate support services with local community agencies.
7. Provide support to individual families.
8. Conduct home visits.
9. Participate on various Heyworth committees with staff and administration.
10. Advocate for the needs of our staff and students in the community.
11. Promote family literacy.
12. Conduct and evaluate parent surveys.
13. Maintain records for all meeting agendas, facilitators, presenters, and meeting attendance (e.g., parent sign-in sheets).
14. Maintain needed supplies and equipment for program activities.
15. Perform other incidental tasks consistent with the goals and objectives of the Preschool for All Program.

REQUIREMENTS

1. Working with children, teachers, administrators and parents with varying degrees of ability.
2. General understanding of child development and proper disciplinary actions.
3. 1-2 years of experience working with children.
4. Previous experience in the leading or instruction of various ages and abilities preferred.
5. Possess current Paraprofessional license or be able to secure during the first six months of employment.

SCHEDULING

The work hours for this position during school and non-school days are variable.