



## SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

### Early Childhood (Pre-K) Coordinator

#### Primary Function

Provide oversight and supervision of staff and day-to-day operations of the Preschool program across all sites.

#### Organizational Relationship

The Preschool Coordinator reports directly to the Assistant Superintendent of Academics.

#### Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Administrative certificate preferred
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

#### Performance Responsibilities

1. Assist the Assistant Superintendent of Academics in providing leadership to the implementation of instructional programs and coordination of resources for students in preschool
2. Evaluate and supervise preschool staff
3. Maintain knowledge of current research and evidence-based practices in delivering comprehensive services to early childhood learners
4. Remain current with legal requirements governing Preschool and Special Education
5. Engage in problem solving with building level teams to remove barriers to inclusive practices
6. Provide oversight to the processes for early identification of preschool students with special needs and the preschool special education program
7. Implement procedures related to screenings, evaluations, and placement of students for preschool programs (tuition, grant funded, special education, etc.)
8. Aggregate and disaggregate data as needed to inform decision-making processes in preschool

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9. Plan professional development opportunities aligned to the District's strategic plan
10. Develop and monitor preschool budgets including Professional Development. Approve the purchase of instructional materials, equipment, supplies, and travel/workshops
11. Assist in writing, implementing, and monitoring the Preschool For All (PFA) grant
12. Assist in recruitment, selection, and recommending for hiring of preschool personnel
13. Establish and maintain effective work relationships with the administration, faculty, and community
14. Perform such other duties and assume such other responsibilities as may be assigned by the Assistant Superintendent of Academics.

**Terms of Employment**

180 work days plus 20 additional days

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.