



Early Childhood Coordinator and Classroom Substitute

Type: Full-Time (10 ½ month employee)

Supervisor: Head of Early Childhood

Location: Chicago, IL

Start Date: September 2023

Mission Statement

Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

At Catherine Cook, we value a diverse and inclusive community. We define diversity as the range of differences and similarities between social identifiers including race, socio-economic status, ability, age, gender identity, sexual identity, religion, and ethnicity. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Primary Responsibilities

The Early Childhood Coordinator supports the Head of Early Childhood in providing for smooth functioning of all programs in the division. Additionally, this individual will substitute in classrooms, as needed. Specific duties include:

- Substitute in early childhood classrooms, as needed; classroom experience required.
- Assist with administrative tasks, such as schedules, calendars, appointments, supplies and ordering, budget, and information acquisition.
- Coordinate logistics for Early Childhood field trips.
- Coordinate and schedule Student Support Services meetings.
- Participate in the admissions and enrollment processes for Early Childhood.
- Work across departments, in support of ensuring continuity for students with learning, counseling, extended day, and student support needs.
- Aid in planning the master schedule for each school year.
- Assist in immediate classroom needs.
- Manage conference and workshop registrations for Early Childhood faculty.
- Special projects as assigned at the discretion of the Head of Early Childhood and the Head of School.
- Plan and assist with All School Assembly Coordinators

Qualifications

- B.A. in Education preferred
- Classroom experience required
- Excellent organizational and interpersonal skills

Compensation is competitive and commensurate with education and experience. Catherine Cook School is an equal opportunity employer. Please visit catherinecookschool.org to learn more about our school and culture.

Qualified candidates, please [click here](#) to complete an application with resume and cover letter. If you have questions or need additional information, please reach out to the hiring manager, Judy Wahl, Interim Head of Early Childhood, at jwahl@ccookschool.org.