

## **JOB DESCRIPTION**

- TITLE:** Pre-K Parent Coordinator
- QUALIFICATIONS:** Have demonstrated the ability to work effectively with families to develop and sustain meaningful communication and behaviors that assist in their Pre-K students' learning.
- SUPERVISOR:** Works collaboratively with the Pre-K teacher under the supervision of Building Principal
- WORKS WITH:** All Pre-K students and their families
- JOB GOAL:** To work with teachers, administrators, and parents to coordinate and advocate for family involvement to facilitate children's learning.  
(Pre-School for All Implementation Manual, p. 153)

### **PERFORMANCE RESPONSIBILITIES:**

#### **I. PARENT COORDINATOR SPECIFIC:**

1. Assist the Pre-K teacher in planning and implementing programs and services offered.
2. Invite participation and partnership through the development of a wide variety of "welcome" activities for parents/families.
3. Conduct a variety of programs for parents and children at flexible times of the day to accommodate parent needs.
4. Facilitate parent education, playgroups, and family development programs.
5. Maintain files for all meeting agendas, facilitators, presenters, and meeting attendance: e.g., parent sign/in sheets.
6. Conduct at least two family visits per child at the beginning and end of the school year.
7. Coordinate resources (e.g., transportation, child care, etc.) for the purpose of providing the parent an opportunity to become an active participant in school activities/ organizations.
8. Evaluate the effectiveness of program activities periodically and keep current with trends and developments in the field.
9. Recommend and arrange for new programs as needed.
10. Collaborate with local and state agencies.
11. Maintain needed supplies and equipment for program activities.
12. Attend annual Parent/Teacher conferences and any other parent activities.
13. Assist in screenings of potential Pre-K students.
14. Maintain a log of activities that includes date, time, location, purpose, persons involved, and mileage (if applicable).
15. Perform other incidental tasks consistent with the goals and objectives of this position.

**II. GENERAL:**

1. Assist in maintaining a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
2. Encourage students to set and maintain appropriate standards of classroom behavior.
3. Adhere to the policies, regulations, and procedures of the district.
4. Work cooperatively with other school personnel in the identification, diagnosis, and remediation of individual student with specialized needs.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
7. Assist the administration in implementing all policies and rules governing student life and conduct.
8. Be available to students and parents for conferences and education-related purposes.
9. Meet accepted standards of professional dress and behavior.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education

(Note: Pre-K Parent Coordinator is a position that is determined on an annual basis by the availability and use of district Pre-K funding.)

**EVALUATION:** Performance of this position will be evaluated by the building Principal.

**APPROVED BY:** Board of Education

I have read and received the attached job description on \_\_\_\_\_  
(Date)

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(Employee signature)