

Wabash Community Schools

Community Unit District 348, Wabash County

218 West 13th Street

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June 20, 2018

PLEASE POST

VACANCY

Effective Date----2018-2019 School Year

Pre-K Parent Engagement Specialist 1.0 FTE

Wabash Community Unit School District #348 is seeking a qualified candidate to fill the above-named position.

DEADLINE FOR APPLICATION: June 27, 2018

HOW TO APPLY: Candidates should apply in writing to: Shelley Richardson, Curriculum Director
Wabash CUSD #348
218 W. 13th Street
Mt. Carmel, IL 62863

or send electronically to: srichardson@wabash348.com

POSITION DESCRIPTION:

The successful candidate will work with the Preschool For All staff to: provide recruitment and outreach services; parent education programs; prepare for and attend all family events; assist with all screenings for children; facilitate home visits with each family; plan early childhood transition meetings; attend early intervention meetings, schedule staff development; attend All Our Kids Birth - Five Network meetings; maintain contact with early intervention providers; prepare transition plans (into and out of) Preschool For All; serve as a resource for parents and staff; help staff in preparing "take home" packets and information; complete monthly book orders; prepare fundraising events and; act as preschool room assistant when needed. She will also help with maintaining Preschool For All documentation for the grant and ensure all linkage agreements are current with Head Start and other local agencies.

QUALIFICATIONS:

- Have at least a two-year college degree in a related field.
- Be willing to be trained in screening tools and curriculum.
- Be willing to work evenings when needed.
- Experienced in home visiting preferred.
- Must have good computer skills.
- Be able to communicate effectively with parents.
- Have knowledge of child development.

SALARY AND FRINGE BENEFITS: In accordance with the Preschool For All grant.