

TITLE: **Coordinator of Early Childhood**

SELECTION: Appointed by the Board after consideration of the Superintendent.

QUALIFICATIONS:

- a. Valid Illinois Professional Educator License (PEL) with Administrative Endorsement
- b. Early Childhood endorsement
- c. Master's degree in Education, Curriculum & Instruction, or related field
- d. Minimum of four years of successful experience in teaching and/or leading in early childhood
- e. Strong knowledge of research-based instructional practices for early learners
- f. Deep understanding of Illinois Early Learning Standards
- g. Knowledge of ISBE compliance, Preschool for All Expansion, Preschool for All, Birth to Three, and other relevant grant programs
- h. Understanding of Early Childhood education laws/regulations and compliance
- i. Ability to collaborate with school and district leaders to improve teaching and learning
- j. Demonstrate ability to lead teams, manage programs, and build collaborative relationships with families and community partners

REPORTS TO: Assistant Superintendent of Teaching & Learning

PERFORMANCE RESPONSIBILITIES:

District Leadership & Program Oversight

- Develop a cohesive, equity-driven vision for Early Childhood
- Lead the implementation of evidence-based practices for early learners
- Oversee all aspects of the district's Birth to Three, Preschool for All Expansion, and other early learning programming

Compliance & Data Management

- Ensure compliance with all ISBE and grant program requirements (e.g., PFA, PFAE, and Prevention Initiative 0-3)
- Oversee preschool screening, identification, placement, and transition processes
- Prepare and submit all required reports, budgets, and grant applications through IWAS
- Maintain accurate Early Childhood program records and reports with Prevention Initiative 0-3

Instructional Coaching & Professional Development

- Provide coaching, consultation, and professional development to educators, support staff, and administrators on effective early learning practices
- Support the implementation of curriculum aligned to Illinois Early Learning Standards
- Oversee the use of assessment and programming tools, including Teaching Strategies GOLD and Parents as Teachers.

Personnel Support & Evaluation

- Support the recruitment, development, and retention of highly qualified early childhood staff
- Collaborate with principals in the supervision and evaluation of early childhood instructional staff
- Design and facilitate onboarding and ongoing professional learning for early childhood educators

Family & Community Engagement

- Oversee and support parent education programming
- Engage families as active partners in their child's early learning and development
- Build and maintain partnerships with local early childhood providers and community agencies through formal agreements (MOU's)

Collaboration & Communication

- Serve as the district's liaison with ISBE and other agencies regarding early childhood programs
- Work collaboratively with principals and district leadership to align early learning goals with district instructional priorities
- Communicate program goals, student data, and progress effectively to staff, families, community partners, and the Board of Education

TERMS OF EMPLOYMENT:

12 months

EVALUATION:

Evaluated annually by the Assistant Superintendent of Teaching & Learning, according to district procedures.

APPROVED BY THE BOARD OF EDUCATION ON SEPTEMBER 8, 2025