

## Vacancy Notice

The following position is available:

### Early Childhood Family Liaison

The position is approximately 3 days a week for the 2024-2025 school year. The assignment is an At Will grant dependent position. The rate of pay is determined by the Non-Certified Personnel CBA salary schedule.

Applicant is required to have a bachelor's degree or an Associate's degree with 10+ years of experience working with children and families. Applicant must also have supervisory experience working with young children and/or parents. The applicant must hold a valid Illinois Paraprofessional License or Illinois Professional Educator License. Please see attached job description for more details.

The Early Childhood Family Liaison will: establish rapport with families and empower them by building on their strengths; have strong organizational and record keeping skills; have the ability to work independently and be self-motivated; have technology skills including web browsing, email, Internet and word processing; and show evident of completion of the Parents as Teachers Foundational and Model Implementation Trainings before delivering PAT services.

Successful applicant will be required to furnish the District with an acceptable physical exam and necessary criminal background checks before starting the position.

Applicants should send a letter of interest, resume, copies of license(s), transcripts, and references to:

Tracy Vinson, Human Resources  
Carrollton Community Unit School District #1  
950A Third Street  
Carrollton, IL 62016

[tvinson@c-hawks.org](mailto:tvinson@c-hawks.org)

[Interviews may take place as applications are received until the position is filled.](#)