



Early Childhood Coordinator

Department: Community Education

Contract: 126 work days or hourly
equivalent over 210 calendar
days [Total FTE- 0.6]

Supervisor: Community Education Director

Status: Exempt

Position Overview & Responsibilities

Coordinate, develop, plan, evaluate and promote early childhood programming for the community education department and school district.

- Evaluate the effectiveness of early childhood programming.
- Analyze data from evaluations and recommend changes as needed.
- Develop and update required operation/policy manuals for early childhood programming as needed.
- Collaborate with other community agencies, outside organizations, and educational professionals to coordinate the delivery of services, better utilize and share resources, and promote the needs of the district.
- Assist families and their children in obtaining resources and services as needed.
- Serve as a liaison between the district and other agencies/programs in matters impacting early childhood programming.
- Establish and work with the Early Childhood Council.

Early Childhood Family Education

- Oversee the development and implementation of program goals, objectives, and procedures.
- Supervise ECFE staff.
- Plan funding for ECFE from various state, district, fee/tuition, grants, or entitlements.



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- Determine ECFE program needs and assist in developing a program budget. Monitor and administer program budgets and expenditures subject to final approval by the Director of Community Education.
- Submit state reports for ECFE including annual state reports, demographic surveys, and program plan update reports.
- Attend meetings, workshops, and training(s) pertinent to early childhood and as directed by the director of community education.
- Perform other related duties as assigned.

Bright Beginnings (School Readiness)

- Complete and submit state reports for School Readiness program including, but not limited to: annual state reports (including World's Best WorkForce), demographic surveys, federal funding submissions, and program plan update reports;
- Monitor curriculum development, instruction, and assessment with regular updates to Albertville Primary principal;
- Manage the registration and enrollment process by collecting fees and monthly tuition including making recommendations to the Director of Community Education on timeline and fee schedules;
- Manage and coordinate applicable scholarship programs including applications for Pathways funding and School Readiness programs.
- Monitor program activities to ensure compliance with state and federal guidelines. In the event of non-compliance, provide timely notice to Albertville Primary principal.

Requirements & Qualifications

Requires Bachelor's degree in Education and State of Minnesota licensure in Early Childhood and/or Family Education. Two years of experience in early childhood programming with one year in administration desired. Must possess strong written and verbal communication skills, the ability to work with diverse groups of people, and the capacity to kneel, stoop, crouch, crawl, and lift up to 30 pounds.



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