

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Early Childhood Family
Education (ECFE)/Learning
Readiness Coordinator**

**Department: Community Education/
Eastview Education Center**

Exempt Status: Exempt

Reports To: Director of Community Education & Building Principal **Date Revised: June 5, 2017**

Approval: Assistant Superintendent

JOB SUMMARY: Under the direction of the Director of Community Education and the building principal, the Early Childhood Coordinator is responsible for the management and delivery of comprehensive services for families and children from birth through age five including early childhood family education classes, early childhood screening, school readiness services and family outreach including parent education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

45% Staff Management

- A. Provide leadership for the program and professional development for all Community Education Early Childhood Programs.
- B. Select, train, supervise and evaluate licensed and non-licensed staff, volunteers and support staff.
- C. Provide work direction of employees within Early Childhood Programs.
- D. Approve payroll, expenditures and staff scheduling.
- E. Resolve conflicts involving staff and/or parents and refer as appropriate.
- F. Plan content and conduct regularly scheduled staff meetings.
- G. Create, lead and provide for Continuing Education professional development opportunities for licensed and non-licensed staff.
- H. Create job postings to attract qualified applicants.
- I. Create materials to train and retain candidates/employees.
- J. Coordinate program activities to utilize candidates/employees whose skills can be shared.
- K. Provide mentoring and coaching opportunities.

35% Program Management and Evaluation

- A. Direct and monitor early childhood curricula based on best practice.
- B. Oversee the implementation of approved assessment tools.
- C. Regularly evaluate selected curricula and assessment tools.
- D. Plan, develop and determine course offerings and content.
- E. Oversee daily program operations and provide assistance to program.
- F. Develop, evaluate and update program forms and record keeping.
- G. Coordinate programming within the district, with other districts and community programs.
- H. Maintain compliance with state and federal guidelines.
- I. Review and analyze data for state and program needs.

10% Marketing

- A. Promote programs and recruit participants through brochures, flyers, advertising, etc.
- B. Develop and maintain relationships within the school district and outside organizations.
- C. Attend and participate in advisory council meetings and serve as liaison with other programs.

5% Budget/Finance

- A. Assist with the establishment, administration, and evaluation of annual program budgets.
- B. Works to find additional funding sources and maintains records needed.
- C. Manages supplies, materials and equipment for the program and purchases as needed.
- D. Research program costs and recommends course fees.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in Early Childhood, Parent and/or Family Education.
- Master's degree preferred.
- Current Early Childhood, Parent or Family Education license.
- Valid MN driver's license without restrictions.

Experience:

- Three (3) years of experience in a leadership position working with families, early childhood learning programs and pre-school aged children is preferred.

Essential Skills Required to Perform the Work:

- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Knowledge of best practices in early childhood and family education programs and services.
- Skilled in problem analysis, data collection and problem solving.
- Knowledge of and ability to work with early learners.
- Ability to make decisions and act within the district and program policies, procedures and guidelines.
- Ability to meet the needs of diverse learners, deal with classroom management, and paperwork.
- Ability to plan and implement promotional programs.
- Proficient in creating and maintaining budgets.
- Ability to work as a team member.
- Ability to make formal presentations and effectively present information and respond to questions from administrators, teachers, other district employees, students, and the general public.
- Ability to organize, direct and administer programs and personnel.
- Intermediate computer skills.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, copy machine and phone/mobile phone.
- Uses multiple software applications including word processing, spreadsheet, email and presentation applications.

Supervision of Other Employees:

- Position requires supervision of ECFE staff.

Physical Job Requirements:

- Position involves frequent sitting, standing and walking.
- Position involves listening, speaking clearly and visual acuity.
- Position occasionally lifts and moves up to 20 pounds.

Mental Job Requirements:

- Position involves setting priorities and meeting frequent deadlines.
- Position involves responding to multiple and sometimes simultaneous requests for assistance.
- Position involves working with students and parents in a positive manner.
- Position involves need for accuracy and detailed work on a regular basis.
- Position involves handling multiple tasks while dealing with frequent interruptions.

Working Conditions:

- Normal office conditions.
- Requires travel to various buildings/sites.

Job Outcomes:

- Projects a positive, cooperative, and respectful attitude with community members, parents, students and other employees.
- Supports students and staff by providing services that support the educational activities and program to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school department.
- Communicates effectively with school and community committees, advisory groups and personnel to establish a positive relationship with all.
- Develops and implements community education programs to better serve the needs of community members.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.