



POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Coordinator	Department / Building: Community Education
Reports To: Director of Community Education	FLSA Status: Exempt
Grade / Subgrade: Coordinators	Bargaining / Work Unit: Unaffiliated
Duty Year: 210 days	Position Last Updated: 04-15-2024

SECTION II: JOB SUMMARY

Coordinates, develops, plans, evaluates, and promotes early childhood programming for the community education department and school district.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Early Childhood Family Education
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the development and implementation of program goals, objectives, and procedures.
- Supervises ECFE staff.
- Plans funding for ECFE from various state, district, fee/tuition, grants, or entitlements.
- Determines ECFE program needs and assists in developing a program budget; monitors and administers program budgets and expenditures subject to final approval by the director of community education.
- Manages the registration and enrollment process; collects fees and makes recommendations to the director of community education about timelines and fee schedules.
- Submits state reports for ECFE including annual state reports, demographic surveys, and



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program plan update reports

- Evaluates the effectiveness of early childhood programming and recommends changes as needed.
- Develops and updates required operation/policy manuals for early childhood programming as needed.
- Coordinates programming and staff for summer ECFE activities.
- Guides public relations, promotional pieces, and brochure development.

Duty/Responsibility #	2	Statement of duty/responsibility: Bright Beginnings/School Readiness
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Monitors curriculum development, instruction, and assessment with regular updates to Albertville Primary principal.
- Collaborates with elementary principals and the special education coordinator to provide consistent and collaborative preschool programming across the district and seamless transitions to kindergarten.
- Completes and submits state reports for School Readiness program including, but not limited to: annual state reports, demographic surveys, federal funding submissions, and program plan update reports.
- Manages the registration and enrollment process by collecting fees and monthly tuition including making recommendations to the director of community education on timelines and fee schedules.
- Manages and coordinates applicable scholarship programs including applications for Pathways funding and School Readiness programs.
- Monitors program activities to ensure compliance with state and federal guidelines. In the event of non-compliance, provides timely notice to Albertville Primary principal.

Duty/Responsibility #	3	Statement of duty/responsibility: Community Education Liaison/Special Projects
Percent of Time	20%	

Tasks involved in fulfilling above duty/responsibility:

- Plans, coordinates and contributes to public promotion of community education programs, including preparation of various materials, involvement of staff and leadership of events designed to raise program visibility and utilization.
- Attends meetings, workshops, and training sessions as directed by the supervisor.



- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to develop and foster relationships with staff, students, and the community.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Ability to demonstrate a positive attitude and dependability.
- Strong organizational and time management skills.
- Ability and willingness to lead and collaborate with other staff in accomplishing the goals of the Early Childhood programming.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and guests.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to demonstrate caring and warmth for children and an understanding of children's needs.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree in early childhood and/or family education, education, or other related field required.
- MN teaching license in early childhood required.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years of experience in early childhood programming required.
- One year of administration is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core



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Values.

- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 15 pounds (including overhead)	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds (does not include overhead)	Toxic chemicals	N
Sitting	F	Up to 50 pounds (does not include overhead)	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	C	More than 100 pounds	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)
Climbing, balancing	O	Quiet (i.e. private office)	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	Vision for close work/ability to adjust focus	C
Distinguishing smell	N		Looking at computer monitor	C
Distinguishing temperature	N		Color vision (identify and distinguish colors)	F
Traveling by automobile	O		Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to



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its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.