



Rockford Area Schools

Early Childhood Programs Coordinator

General Definition of Work

The Early Childhood Programs Coordinator is responsible for planning, coordinating, implementing and supervising the Early Childhood Family Education (ECFE), School Readiness (Launching Pad Preschool), and Early Childhood Health and Developmental Screening programs and staff of District #883.

Essential Functions

- Develop, plan, organize, implement, and evaluate early childhood programming, including: Early Childhood Family Education (ECFE), School Readiness (Launching Pad Preschool), Early Childhood Health and Developmental Screening.
- Communicate effectively with families, district administrators, agencies, organizations, school age care and other district staff, resolve issues and conflicts, and exchange information.
- Collaborate with Early Childhood Special Education: Plan programming for inclusion of shared students, attend evaluation and IEP meetings.
- Recruit, interview, train, schedule and evaluate Early Childhood Family Education, School Readiness, and Early Childhood Health and Developmental Screening licensed and non-licensed support staff.
- Supervise, lead, manage and support staff hired to work in Early Childhood Family Education, School Readiness, and Early Childhood Health and Developmental Screening.
- Plan, create, coordinate and implement professional development based on current research in curriculum, instruction, development and assessment.
- Manage and review annual budgets and fiscal operations for Early Childhood Family Education, School Readiness and Early Childhood Health and Developmental Screening:
 1. Establish and employ a sliding fee scale for Early Childhood Family Education and School Readiness
 2. Manage accounts receivable and scholarships for Early Childhood Family Education and School Readiness
 3. Complete applications, manage and maintain grant programs relevant to early childhood (ie: Pathway Scholarships, Parent Aware)
- Develop, organize and maintain communications, marketing and publications, including:
 1. program website
 2. Newsletters
 3. Brochures
 4. social media
 5. handbooks
- Maintain current knowledge of rules, regulations, policies, procedures, statutes, laws.
- Maintain knowledge of best practice and current research
- Process enrollments, greet families, schedule appointments, conduct tours and assist families with resources, developmental and parenting inquiries.



Rockford Area Schools

- Establish community awareness, and establish and maintain relationships with community organizations.
- Establish and maintain positive and effective public relations for the early childhood programs and the district as a whole.
- Collect and maintain birth to 4 census data:
 1. Arrange for and conduct outreach to welcome new babies
 2. Arrange for and conduct outreach to welcome new families
- Coordinate the Early Childhood Health and Developmental Screening process:
 1. Set and revise processes based on the evaluation of the previous year's program and the community's changing needs
 2. Arrange for and conduct outreach within the district
 3. Supervise screening events and functions
 4. Schedule appointments, provide and manage necessary paperwork for each family
 5. Evaluate the quality, efficiency and efficacy of the program
 6. Collect, monitor and execute follow-up, documentation, referrals, findings and data
- Prepare and submit required reports for the MN Department of Education, local school board, advisory councils, and scholarship programs:
 1. Develop and regularly update a community needs assessment identifying early childhood needs within the district.
 2. Establish systems for collection of data required to complete these reports.
- Purchase appropriate equipment and supplies for Early Childhood Family Education, School Readiness and Early Childhood Health and Developmental Screening with approval of the Community Education Director.

Knowledge, Skills and Abilities

- Thorough knowledge of District Policy and Procedures Manual and Updates
- Thorough knowledge of Emergency Procedures and Updates
- Thorough knowledge of state and federal policies and procedural manuals as they apply to MN school district finance departments
- Thorough knowledge of billing statements and time sheets
- Thorough knowledge of standard office equipment, computer hardware and related software to include standard accounting software
- Ability to make arithmetic computations using whole numbers, fraction and decimals
- Ability to compute rates, ratios and percentages
- Ability to establish and maintain effective working relationships with associates, students and parents

Education and Experience

- Bachelor's Degree
- Licensure by the state of MN in Early Childhood Education or Parent Education, per MN statute



Rockford Area Schools

Physical Requirements

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires walking and lifting and occasionally requires standing and stooping, kneeling, crouching or crawling
- Work requires close vision and distance vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities
- Work has no exposure to environmental conditions
- Work is generally in a moderately noisy location (e.g. business office, light traffic)

Special Requirements

- Training with web based software programs

Department: Human Resources

FLSA Status: Non Exempt

Revised: May 2024