



Early Childhood Coordinator

Department: Community Education and Services

Contract: 210 days

Supervisor: Community Education Director
& Manager of Special Services

Status: Exempt

Position Overview & Responsibilities

Coordinate, develop, plan, evaluate and promote early childhood programming for the community education department and school district. Work in close consultation with the Manager of Special Services to assist in coordinating special education services from birth to three years old.

- Evaluate the effectiveness of early childhood programming. Analyze data from evaluations and recommending 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

- Overseeing the development and implementation of program goals, objectives, and procedures
- Supervise ECFE staff
- Planning funding for ECFE from various state, district, fee/tuition, grants or entitlements.
- 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.
- Submitting state reports for ECFE including annual state reports, demographic surveys, and program plan update reports
- Attend meetings, workshops, and trainings pertinent to early childhood and as directed by the Director of Community Education.
- Perform other related duties as assigned.

Bright Beginnings (School Readiness)

- Draft annual program budget and submit to Albertville Primary Principal who will seek administrative approval from the Director of Community Education and Superintendent;
- Coordinate communication regarding School Readiness program with Albertville Primary principal;



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- Complete and submit state reports for School Readiness program including, but not limited to: annual state reports, demographic surveys, federal funding submissions, and program plan update reports;
- Coordinate and monitor curriculum development, instruction, and assessment with regular updates to Albertville Primary principal;
- Manage the registration and enrollment process by making recommendations to the Albertville Primary principal 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.
- Collect registration fees; and
- Provide feedback on hiring staff to Albertville Primary principal.

Early Childhood Special Education

- Work under the supervision and in close consultation with the Manager of Special Services/Director of Special Services to help coordinate, assess, and meet the special education needs of students ages Birth-3.
- Responsibilities and tasks related to work with special education students may change as needed and will be evaluated closely in the 2019-20 and 2020-21 school year.
- Attend meetings, workshops, and trainings pertinent to early childhood and as directed by Community Education Director or Manager of Special Services/Director of Special Education/Special Services.
- Perform other related duties as assigned.

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.

Equal Employment Opportunity Employer

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