

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**

June 2015

**SECTION I: GENERAL INFORMATION**

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| <b>Position Title:</b><br>Early Childhood Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Department:</b><br>Community Services |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Community Services                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>FLSA Status:</b><br>Exempt            |
| <b>Band/Grade/Subgrade:</b><br><b>D-6-1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Bargaining Unit:</b>                  |
| <b>Job Summary:</b><br>Under the direction of the Director of Community Services, 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 in the preschool, summer Bridges to Kindergarten programming, family outreach including parent education at community locations and family literacy. |                                          |

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

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| <b>Duty/Responsibility No:</b>                                                                                                                                                                                                                                                                                                                     | 1   | <b>Statement of duty/responsibility:</b><br>Plans, organizes and implements the early childhood programs, operations, services and activities including all early childhood programs in Community Services. |
| <b>Percent of Time:</b>                                                                                                                                                                                                                                                                                                                            | 20% |                                                                                                                                                                                                             |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Establishes staff schedules.</li> <li>• Oversees the development and scheduling of classes.</li> <li>• Plans and coordinates special events.</li> <li>• Monitors program operations and addresses problems, issues or concerns.</li> </ul> |     |                                                                                                                                                                                                             |

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| <b>Duty/Responsibility No:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2   | <b>Statement of duty/responsibility:</b><br>Coordinates the school districts early childhood screening program, school readiness program/plan and the family literacy program. |
| <b>Percent of Time:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20% |                                                                                                                                                                                |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Determines appropriate sites, coordinates the selection, staffing, scheduling, communication, marketing, and training of staff.</li> <li>• Prepares and monitors the budgets for these programs.</li> <li>• Monitors program activities to assure compliance with the components of the school readiness plan and requirements.</li> <li>• Oversees Pathway I and II early learning scholarships</li> </ul> |     |                                                                                                                                                                                |

- Manages the Early Learning Scholarship Administration system
- Completes annual state reports

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| <b>Duty/Responsibility No:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3   | <b>Statement of duty/responsibility:</b><br>Supervises and directs the activities of all early childhood personnel. |
| <b>Percent of Time:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20% |                                                                                                                     |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Recruits, interviews and recommends personnel actions (i.e. discipline, discharge, promotion, performance evaluations)</li> <li>• Assigns work priorities, gives work direction and conduction formal performance reviews and evaluations.</li> <li>• Develops in-service training for assigned staff.</li> <li>• Participates in weekly Professional Learning Communities (PLCs)</li> <li>• Conducts regular staff meetings</li> </ul> |     |                                                                                                                     |

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| <b>Duty/Responsibility No:</b>                                                                                                                                                            | 5   | <b>Statement of duty/responsibility:</b><br>Plans and implements new program initiatives through the conduct of needs assessments, research, networking and collaboration with others inside and outside of the district to meet the needs of the community. |
| <b>Percent of Time:</b>                                                                                                                                                                   | 10% |                                                                                                                                                                                                                                                              |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>                                                                                                                            |     |                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Formulates annual goals and objectives for new and existing programs and services.</li> <li>• Recommends and implements outreach work</li> </ul> |     |                                                                                                                                                                                                                                                              |

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| <b>Duty/Responsibility No:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6  | <b>Statement of duty/responsibility:</b><br>Performs public relations activities to promote and communicate the early childhood programs and services offered through Family Services and its programs. |
| <b>Percent of Time:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5% |                                                                                                                                                                                                         |
| <b>Tasks involved in fulfilling above duty/responsibility:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Writes and prepare newsletters, marketing materials and publications.</li> <li>• Makes presentations.</li> <li>• Meets with individuals or groups to provide information, explain programs, address problems or issues.</li> <li>• Encourages public involvement in the assessment and evaluation of programs, needs and services.</li> <li>• Develops, facilitates and maintains early childhood advisory council to provide input and recommendations concerning program needs, assessment, program development and participant involvement.</li> <li>• Markets programs, including putting brochure information together</li> </ul> |    |                                                                                                                                                                                                         |

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| <b>Duty/Responsibility No:</b> | 7   | <b>Statement of duty/responsibility:</b><br>Prepares, recommends and monitors the budgets of early childhood programs. |
| <b>Percent of Time:</b>        | 10% |                                                                                                                        |

**Tasks involved in fulfilling above duty/responsibility:**

- Generates and monitors program revenues and fees.
- Seeks out and writes grant proposals for new and existing programs/services.
- Participates and assists in fund raising efforts for early childhood programs.
- Writes and manages grants, as necessary

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| <b>Duty/Responsibility No:</b> | 8  | <b>Statement of duty/responsibility:</b><br>Initiates and maintains partnerships and cooperative and collaborative relationships within the school district, and with private and public agencies and organizations to better meet the needs of the community. |
| <b>Percent of Time:</b>        | 5% |                                                                                                                                                                                                                                                                |

**Tasks involved in fulfilling above duty/responsibility:**

- Facilitates a regular Early Childhood Initiative Coalition (ECIC) meeting

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| <b>Duty/Responsibility No:</b> | 9  | <b>Statement of duty/responsibility:</b><br>Provides professional expertise and assistance to individuals, other district staff and the community concerning early childhood. |
| <b>Percent of Time:</b>        | 5% |                                                                                                                                                                               |

**Tasks involved in fulfilling above duty/responsibility:**

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| <b>Duty/Responsibility No:</b> | 10 | <b>Statement of duty/responsibility:</b><br>Performs other comparable duties of a like or similar nature as assigned. |
| <b>Percent of Time:</b>        | 5% |                                                                                                                       |

**Tasks involved in fulfilling above duty/responsibility:**

- Participates and is involved in various professional organizations in the area of community education.
- Attends conferences, meetings and serves on various committees or task forces.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b> |   |                                                                                                                                                                                     |        |
| <b>REQUIRED EDUCATION/TRAINING (choose one)</b>                                                                                                                     |   | <b>DEGREE INFORMATION:</b><br>Type of degree: (B.S., M.A., etc.)                                                                                                                    |        |
| less than high school diploma                                                                                                                                       |   | Bachelor's Degree                                                                                                                                                                   |        |
| High school diploma or GED.                                                                                                                                         |   | <b>Major field of study or degree emphasis:</b><br>Early Childhood Education, Parent Education, or related area required to supervise the school readiness portion of the position. |        |
| 1 year college                                                                                                                                                      |   | 2 years college                                                                                                                                                                     | 5.4.12 |
| 3 years college                                                                                                                                                     | x | 4 years college                                                                                                                                                                     |        |
| 1st year graduate level                                                                                                                                             |   | Essential knowledge and specialized subject knowledge                                                                                                                               |        |

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| 2nd year graduate level                                                                                                 | <b>required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Capable of providing leadership for a vision of comprehensive early childhood education and care opportunities for the community.5.4.12</li> <li>• Knowledge of local state and federal laws/regulations as they pertain to early childhood education programs.</li> <li>• Knowledge of supervisory fundamentals, principles and trends.</li> <li>• Fundamentals of UFARS accounting and their application and use in budget planning and monitoring of community education programs.</li> <li>• Knowledge of district administrative policies and procedures.</li> <li>• Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services.</li> <li>• Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.</li> <li>• Knowledge of early childhood programs, operations, programming and services.</li> <li>• Basic knowledge and use of computers and related software applications.</li> <li>• Fundamentals of public relations theories and techniques in promoting, advertising and/or informing the public of programs, events and activities.</li> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> <li>• Prompt, regular and dependable attendance.</li> </ul> |
| Doctorate level                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Required Work Experience in Addition to Formal Education/Training:</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Requires a minimum of 2 year directly related work experience in early childhood, family education and school readiness |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Required Supervisory Experience:</b>                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1 year of supervisory or lead experience in community education programming or related area.                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>LICENSE/<br/>CERTIFICATION</b>                                                                                       | <b>Identify licenses/certification required upon hiring:</b><br>State of MN licensure in Early Childhood and Parent Education. <i>(for a portion of the position 5.4.12)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>ESSENTIAL SKILLS<br/>REQUIRED TO<br/>PERFORM THE<br/>WORK</b> | <b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Developing, formulating, evaluating and implementing early childhood programs.</li> <li>• Supervising, leading, delegating, evaluating the activities of a wide range of professional and support staff personnel.</li> <li>• Monitoring the budget for assigned program areas.</li> <li>• Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through the family education center.</li> <li>• Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.</li> </ul> |
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- Coordinating and implementing the outreach services and programs of the center in the areas of family literacy, early childhood screenings, and school readiness activities.
  - Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with district staff, community members, advisory council members, district managers, and representatives of other agencies or organizations.
- Skilled in:
- Applying supervisory theories and practices in delegating, monitoring, evaluating and training staff and volunteers.
  - Planning, evaluating, implementing, coordinating and arranging for program activities, events, and training.
  - Applying public relations theories and techniques in promoting, advertising, and informing the community.
  - Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, expenses and the like.
  - Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and division.
  - Using computer and related software applications and general office equipment, e.g. copiers, facsimiles and phone.
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction and to market programs, address, negotiate or resolve issues/conflicts appropriately.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

|              | <b>Titles of Positions Directly Supervised</b> | <b># of Employees</b> |
|--------------|------------------------------------------------|-----------------------|
| 1            | Early Childhood and School Readiness Teachers  | 6                     |
| 2            | Parent Educators                               | 3                     |
| 3            | Early Childhood Screeners                      | 7                     |
| 4            | Bridges to Kindergarten                        | 9                     |
| <b>TOTAL</b> |                                                | <b>25</b>             |

| <b>INDIRECT SUPERVISION:</b>                                            |                 |
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| <b>Number of employees indirectly supervised:</b><br>Program Assistants | <b>Total: 5</b> |

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| <b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | This position works in a typical school district office environment and not exposed to any significant environmental hazards and risks. The nature of the work can involve some disagreeable human interactions/conflicts, and fluctuations in work volume, deadlines and priorities. |
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

| <u>Employee is required to:</u>                     | Never | 1-33%<br>Occasionally | 34-66%<br>Frequently | 66-100%<br>Continuously |
|-----------------------------------------------------|-------|-----------------------|----------------------|-------------------------|
| Stand                                               |       | X                     |                      |                         |
| Walk                                                |       | X                     |                      |                         |
| Sit                                                 |       |                       | X                    |                         |
| Use hands dexterously (use fingers to handle, feel) |       |                       | X                    |                         |
| Reach with hands and arms                           | X     |                       |                      |                         |
| Climb or balance                                    | X     |                       |                      |                         |
| Stoop/kneel/crouch or crawl                         |       | X                     |                      |                         |
| Talk or hear                                        |       |                       |                      | X                       |
| Taste or smell                                      | X     |                       |                      |                         |
| Physical (Lift & carry):<br>up to 10 pounds         |       | X                     |                      |                         |
| up to 25 pounds                                     |       | X                     |                      |                         |
| up to 50 pounds                                     | X     |                       |                      |                         |
| up to 75 pounds                                     | X     |                       |                      |                         |
| up to 100 pounds                                    | X     |                       |                      |                         |
| more than 100 pounds                                | X     |                       |                      |                         |

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared by BCC 4/04. Replaces Family Center Coordinator.

Revised: 6/12 by Murphy Management Consultants.

Revised 6/15 by Murphy Management consultants.