



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:** Confidential Employee

Under the direction of the Community Education Director, the Early Childhood Family Education Coordinator is responsible for providing leadership and management in the development, implementation and supervision of comprehensive early childhood and family education programs, which will effectively meet the needs of young learners and families residing in the Howard Lake-Waverly-Winsted District.

<b>Job Title:</b>	Early Childhood Family Education Coordinator	<b>Date:</b>	11-13-17
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**Job Description: Organize and coordinate family classes and activities**

- Plans, organizes and coordinates a varied selection of classes and activities for families with children birth to five.
- Promotes, publicizes and communicates information about ECFE and Learning Readiness programs to families in ISD 2687.
- Evaluates the ECFE and Learning Readiness programs for gaps in services and effectiveness of programs in meeting community needs.
- Develops, manages and recommends the annual budget for the ECFE and Learning Readiness programs.
- Collaborates with surrounding school district ECFE Coordinators by attending local monthly meetings.
- Assist in the selection of ECFE and Learning Readiness staff, and orientates them to the goals and direction of both programs.
- Ensures compliance with State and ISD 2687 rules and regulations for both ECFE and Learning Readiness programs.
- Prepares and submits annual State ECFE and Learning Readiness program reports.
- Attends all ISD 2687 scheduled Early Childhood Screenings to promote the ECFE and Learning Readiness programs, and does follow-up with families identified by the screening staff.
- Reviews ECFE and Learning Readiness staff annually.
- Researches ECFE and Learning Readiness grant and funding opportunities. Monitors grants received and completes reports.
- Delivers baby packets to families in the district with new babies and schedules home visits.
- Maintains an advisory council comprised of parents with children birth to five and other community representatives for feedback on direction of programming in order that all families have the opportunity to participate in the ECFE and/or Learning Readiness program.
- Develops relationships with other programs in the surrounding area that provide services to families with children birth to five.
- Completes other job responsibilities as assigned by the Community Education Director that are reasonably relative to the position and fall within the parameters of the ECFE and Learning Readiness programs.

<b>Job Location:</b>	All District Location	<b>Company Industry:</b>	Public School
<b>Job Role:</b>	Coordinator	<b>Employment Status:</b>	Part-time
<b>Employment Type:</b>	Employee	<b>Manages Others:</b>	Yes
<b>Band-Grade-Sub Grade:</b>	D-6-2		
<b>State Job Match Points:</b>	381		

**Qualifications:**

- Excellent knowledge of current research and best practices in Early Childhood and Family Education.
- Excellent communication, human relations, time management, and organization skills
- Ability to hire, retain, supervise, and evaluate staff.
- Effective decision-making, problems solving, and facilitation skills.
- Skill in developing programs to meet changing needs.
- Knowledge and skill in working with diverse populations.
- Experience in managing budgets and reporting program outcomes.

<b>Career Level:</b>	Entry Level	<b>Years of Experience:</b>	[1-3 years]
<b>Degree-Requirements</b>	Bachelor's Degree Minnesota Teaching Licensure and certification in Early Childhood or Family Education		

**Non-Union**

<b>Approved By: Brad Sellner</b>	<b>Date Approved: 2/18/2015</b>
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