



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Program Manager	Department: Community Education
Immediate Supervisor's Position Title: Director of Community Education	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Community Education, and in cooperation with the Director of Educational Services, the Early Childhood Program Manager provides leadership in the administration of the early learning programs offered through Community Education.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>Plans, promotes, implements, evaluates and maintains early learning programs offered through Community Education including, but not limited to, Early Childhood Family Education (ECFE), Wildcat Preschool, Parent Education, School Readiness and Screening.</p> <ul style="list-style-type: none">a) Determines weekly classes to offer, classroom assignments and staffing availability.b) Establishes program guidelines and operational procedures.c) Schedules, secures staff and administers the early childhood screening program.d) Researches, compiles and assembles materials for teaching parent education classes. Facilitates parent groups in their parenting role and in developing skills in nurturing and guiding childrene) Coordinates with the Special Education Supervisor regarding Early Childhood Special Education programming.f) Collaborates with elementary principals and the Director of Educational Services to provide smooth student transitions to K-5 programming. <p>Supervises ECFE, Wildcat Preschool, Parent Education, School Readiness and Early Childhood Screening programs and personnel.</p> <ul style="list-style-type: none">a) Responsible for hiring, training, evaluating and assigning licensed and non-licensed employees as directed by the Director of Community Education.b) Hires, supervises, evaluates, and assigns educational assistants program-wide.c) Provides training and professional development opportunities for Early Childhood department employees.d) Assists with the facilitation of staff meetings designed to enhance staff sharing, communication, and problem solving efforts and ensure effectiveness of student programs.e) Trains licensed and non-licensed staff in best practices and procedures of the school district.f) Models personal and professional development through attendance at conferences, workshops, and membership in professional organizations and community involvement. <p>Prepares and monitors fiscal affairs related to early childhood educational programming and state and local reports with the Director of Community Education. Completes necessary reports for the Minnesota Department of Education pertaining to enrollment.</p>
--

Provides leadership and coordinates with the Teaching and Learning Department in the development of early childhood curriculum and the implementation of instructional programming. Regularly evaluates programs and services to encourage and utilize a variety of instructional strategies consistent with research on early childhood learning and child development.

Organizes and facilitates the Early Childhood Advisory Council to gather feedback, input and advice concerning family and community needs with respect to early childhood education programs.

Creates and distributes early learning program catalogs and/or promotional materials to families of preschool children using a variety of communication methods.

Performs other duties of a comparable level or type, as required. Communicates the district's educational vision and philosophy to the employees, students, parents, and community. Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.

Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			A Bachelor’s Degree is required. A Masters in Educational Leadership or enrollment in an Educational Leadership Program are preferred	
	High school diploma or GED.				
	1 year college		2 years college	Major field of study or degree emphasis: Early Childhood Education, Primary Elementary Education, Parent Education or related area.	
	3 years college	x	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: ● Local state and federal laws/regulations/standards as they	
	2nd year graduate level				

	Doctorate level	<p>pertain to ECFE, School Readiness and Early Childhood Screening programs and services.</p> <ul style="list-style-type: none"> • Supervisory fundamentals, principles and trends. • Budget planning and monitoring of community education programs. • School District policies and procedures. • Fundamentals of leadership and employee supervision • Procedures, practices and methods in planning, evaluating and designing educational programs and services. • Family systems and child development principles, theories, instructional technologies and curriculum development. • Community resources and community organizations in areas pertaining to early childhood. • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.
Required Work Experience in Addition to Formal Education/Training: Minimum of five (5) years teaching experience in Early Childhood Education, Early Childhood Family Education, or Parent Education.		
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensure in Early Childhood Education, Early Childhood Family Education or Parent Education required.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Developing, formulating, evaluating and implementing Preschool and ECFE programs. • Supervising, leading, delegating, and evaluating the activities of program personnel. • Group facilitation skills, presentational skills, writing and communication skills. • Preparing, recommending and monitoring the budget for assigned program areas. • Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services. • Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services. • Promoting, advertising and engaging in public relations activities to promote the programs and services of early childhood education. • Developing, motivating, and fostering collaborative relationships both inside and outside of the organization.
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Teachers (Wildcat Preschool, ECFE, Parent Educators)	7
2	Teaching Assistants (Wildcat Preschool/ECFE)	5
3	Administrative Assistant II	1

TOTAL	13
--------------	----

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	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, and pull or otherwise move objects in the performance of the job.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

