



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Family Education (ECFE) Coordinator	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, the ECFE Coordinator is responsible for overseeing, planning and implementing the programs, services, operations and staff involved in the delivery of ECFE programs for children ages birth to five years, school readiness programs and health and developmental screenings (e.g., 3-5 years) for families within Independent School District Number 110.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates the educational programming for Early Childhood Family Education.
 - a) Determines weekly classes to offer, classroom assignments and staffing availability.
 - b) Establishes program guidelines and operational procedures.
 - c) Sets up schedules, secures staff and administers the early childhood screening program. Contacts eligible participants by mail and telephone.
 - d) Researches, compiles and assembles materials for teaching parent education classes. Facilitates parent groups in their parenting role to develop skills in nurturing and guiding children.
 - e) Coordinates the planning and facilitation of special events.
- Supervises ECFE, school readiness and early childhood screening personnel.
 - a) Recruits, screens, interviews, and recommends the hiring of program staff.
 - b) Conducts and oversees staff training and development.
 - c) Prepares, schedules and conducts staff performance reviews.
 - d) Guides, directs and motivates staff.
 - e) Arranges for staff substitutes, when needed.
 - f) Reviews and processes staff timesheets in accordance with district procedures.
- Develops and monitors program budgets for ECFE, School Readiness and Early Childhood Screening.
 - a) Determines estimated revenues from state aid, local levy and registration fees.
 - b) Determines cost of staff salaries, benefits, operational, supply and equipment costs/purchases.
 - c) Monitors and maintains fiscal balances.
- Conducts a variety of public relations activities to promote and market ECFE programs to families, health agencies, area preschools, local libraries, other family agencies and the community in general.
 - a) Develops EFCE and preschool brochures to advertise parent/child classes, programs and special events.
 - b) Organizes and facilitates the ECFE advisory council to gather feedback, input and advice concerning family and community needs with respect to ECFE.
 - c) Addresses and handles questions and concerns raised by parents, staff, the community or other family agencies.

- Completes and prepares MDE state reports for ECFE, School Readiness and Early Childhood Screening. Submits information pertaining to enrollment, referrals and budgetary/expenditures/items.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments and trends related to the field.
- 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)									
	less than high school diploma	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor's Degree							
	High school diploma or GED.	Major field of study or degree emphasis: Early Childhood Education, Parent Education or related area.							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">1 year college</td> <td style="width: 5%;"></td> <td style="width: 45%; text-align: center;">2 years college</td> </tr> <tr> <td style="text-align: center;">3 years college</td> <td style="text-align: center;">x</td> <td style="text-align: center;">4 years college</td> </tr> </table>			1 year college		2 years college	3 years college	x	4 years college
1 year college				2 years college					
3 years college	x	4 years college							
	1st year graduate level								
	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local state and federal laws/regulations/standards as they pertain to ECFE, School Readiness and Early Childhood Screening programs and services. • Knowledge of supervisory fundamentals, principles and trends. • Knowledge of fundamentals of budget planning and monitoring of community education programs. • Knowledge of district administrative policies and procedures. • Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services. • Knowledge of family systems and child development principles, theories, instructional technologies and curriculum development. • Knowledge of community resources and community organizations in areas pertaining to early childhood. • Knowledge of concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Knowledge of current trends, curriculum, resources and methods in family education programs. • Knowledge concerning the operation and use of computer equipment, office software applications and general office equipment. 							
	Doctorate level								

Required Work Experience in Addition to Formal Education/Training:

Minimum of three (3) years teaching experience in early childhood or parent education.

**LICENSE/
CERTIFICATION****Identify licenses/certification required upon hiring:**

Early Childhood Education and Parent and Family Education licenses issued by the Minnesota Department of Education.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK****Skilled in:**

- Developing, formulating, evaluating and implementing ECFE programs and services.
- 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 provided by and through ECFE and community education.
- 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. Interactions are frequently with district staff, community members, advisory council members, district managers, and representatives of other agencies or organizations.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	EFCE/Parent Educators	5
2	ECFE Teaching Assistants	5
3	ECFE Secretary	1
TOTAL		11

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Total:

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

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.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% 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): 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, and pull or otherwise move objects in the performance of the job.