

# Early Childhood Family Education Coordinator

**Dept: Community Education**

**FLSA Status: Non-Exempt**

**Last Revised/Reviewed: 2/1/2011;**

**Accountability: Community Education Director**

## **General Definition of Work**

Performs intermediate professional work preparing classes, maintaining teaching staff, advertising and communicating through various channels, and related work as apparent or assigned. Work is performed under the limited supervision of the Community Education Director. Continuous oversight is exercised over Early Childhood Family Education Teacher and Early Childhood Family Education Paraprofessional.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Develops and facilitates classes for birth to 5 years old students.

Attends workshops and assessments for students.

Monitors revenues and expenditures according to budget; submits regular reports to the Community Education Director and state for processing.

Assists with the supervision of department employees; completes performance reviews; maintains positive rapport.

Creates and distributes communication on behalf of the department.

Keeps abreast of community socio-economic structure.

## **Knowledge, Skills and Abilities**

Comprehensive knowledge of developing and formulating community education programs; comprehensive knowledge of indicators of progress; thorough knowledge of developing collaborative partnerships; thorough knowledge of promoting, advertising and public relations of community educational programs; thorough knowledge of local, state and federal laws pertaining to community education; thorough knowledge of district policies and procedures; thorough knowledge of standard office equipment; thorough knowledge of standard office software; ability to make mathematical computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with parents, students, external organizations, local media and staff.

**Education and Experience**

Bachelor's degree in teaching K-3, or related field, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Minnesota State Teaching License K-3.