

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Early Childhood Coordinator	Community Education and Services	Community Education Director
JOB SUMMARY: Coordinate, develop, plan, evaluate and promote the Early Childhood Programs which include Early Childhood Family Education (ECFE) and School Readiness (Bright Beginnings Preschool) programs.		
QUALIFICATIONS: Requires Bachelor degree in Education and State of Minnesota licensure in early childhood and/or family education. Two years of experience in ECFE and/or School Readiness Programs with one year in administration desired. Must possess strong written and verbal communication skills, the ability to work with diverse groups of people and the capacity to kneel, stoop, crouch, crawl and lift up to 30 pounds.		
TASK NO.	DESCRIPTION WORK YEAR: 210 days	FREQUENCY

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| 1 | Oversee the development and implementation of program goals, objectives, and procedures | 40% |
| 2 | Supervise and manage the staff of ECFE and School Readiness Programs of the district including certified and non-certified staff of ECFE and School Readiness Programs. Plan staff work schedules and approve time sheets for hourly paid staff. | 15% |
| 3 | Plan for and determine funding for ECFE and School Readiness from various state, district, fee/tuition, grants or entitlements. Determine program needs, plans, and recommends a budget. Monitor and administer program budgets and expenditures. | 15% |
| 4 | Recruit, hire, train, supervise, and evaluate program staff. Coordinate and implement staff in-service training. Conduct regular staff meetings. Follow through with employee recognition, discipline, and dismissal. | 10% |
| 5 | Evaluate effectiveness of programs. Analyze data from evaluations and revenue/expenditure reports and make changes as needed. Develop and update required operation/policy manuals. Submit the following state reports for ECFE and School Readiness: annual state reports, demographic surveys, and program plan update reports. | 8% |

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6	Collaborate, interact and work with other community agencies, outside organizations and educational professionals to coordinate the delivery of services, better utilize and share resources, and promote the needs of the district. Assist families and their children obtain the resources and services as needed. Serve as a liaison between the district and other agencies/programs in matters impacting the ECFE/School Readiness programs.	5%
7	Establish and work with the Early Childhood Council	3%
8	Attend meetings, workshops, trainings pertinent to early childhood and as directed by Community Educator Director.	3%
9	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE