

Anoka Hennepin Independent School District #11 Position Standard

Early Childhood Family Education / School Readiness Supervisor

Early Childhood Family Education (ECFE) is a parenting and early childhood education program that provides classes, home visits, special family events, and parenting seminars for parents and their children ages birth to five.

School Readiness Preschool offers high quality educational programs for preschool children, providing learning activities that prepare them to enter kindergarten with the necessary skills and support to progress and flourish.

Essential Functions:

- Develop and coordinate comprehensive plans for the ECFE and School Readiness Preschool program, outreach and all its other components in conjunction with other ECFE/School Readiness supervisors and the ECFE/School Readiness Assistant Manager
- Supervise, train, hire and evaluate program staff within assigned area
- Develop and implement programs, classes and/or services to meet the needs of the population in the assigned area.
- Provide instructional leadership for early education and parent education.
- Responsible for program organization, staff assignments and class schedules, safety and health plans, supplies and equipment, communication, budget development and monitoring, staff meetings and training, facility maintenance and any other tasks needed for program implementation.
- Develop, monitor and/or maintain records and reports for assigned program areas including but not limited to: registrations, enrollment data, assessment data, personnel files, evaluation forms, budget, etc.
- Facilitate outreach, communications and collaborations with K-12, area agencies and community groups
- Perform other duties as assigned

Minimum Qualifications:

- Bachelor's degree in Early Childhood Education, Parent Education, or both
- Two years of experience in the early childhood or parent education field
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Preferred Qualifications:

- Current teaching license in Early Childhood Education, Parent Education, or both is preferred
- Knowledge of family systems and child development
- Knowledge of and experience with best instructional practice in early education and family education
- Two or more years of experience in a supervisory or leadership position

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- Demonstrated organizational skills
- Excellent written and verbal communication skills.
- Demonstrated ability to use technology, including personal computer and software programs

Physical Factors include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.