

Office of the Superintendent
La Crescent-Hokah Public Schools
La Crescent, MN 55947

TITLE: Early Childhood Family Education Coordinator

CLASSIFICATION: Teacher Hourly Contract

QUALIFICATIONS:

1. Licensed as an Early Childhood Family Education Coordinator by the Minnesota Department of Education.
2. Posses a thorough knowledge of research and trends in Early Childhood Family Education, especially with respect to developmentally appropriate practices with respect to human development and learning readiness.
3. Demonstrate the ability to communicate effectively with children and adults.
4. Possess the ability to supervise staff and manage program budgets.

REPORTS TO: Community Education Director

PERFORMANCE RESPONSIBILITES:

1. Assume lead role in developing, promoting, implementing and evaluating appropriate Early Childhood Family Education programs that respond to changing needs of the community.
2. Organize, coordinate and schedule various early childhood and parenting classes, as well as special ECFE events throughout the year.
3. Market ECFE programs using a variety of marketing strategies.
4. Provide leadership, direction and communication to ECFE Advisory Council, facilitate leadership opportunities for ECFE parents or interested citizens and respond to needs and issues identified by the Council.
5. Supervise the recruitment, hiring and scheduling of ECFE staff and assist with staff evaluations.
6. Promote and support staff development as needed.
7. Search for various financial, physical and human resources to enhance programming.
8. Supervise the development and maintenance of the annual ECFE budget and with state reports.
9. Coordinate ECFE programs with other Community Education and School District programs when appropriate.
10. Model positive behaviors and communicate effectively with children, parents, staff and volunteers.
11. Work with parents on an individual basis and in small groups to address issues or concerns of parents.
12. Maintain positive and professional relationships with other county human service, child-care and early childhood professionals and seek collaborative relationships to enhance services or learning for parents and young children.
13. Attend ECFE regional workshops as needed.
14. Submit an annual report to the Community Education Director, ECFE Advisory Council, Superintendent and School Board summarizing ECFE accomplishments and successes.
15. Employee is responsible to be knowledgeable about all district policy.
16. This job description is not intended to be all-inclusive, and employee will also

perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgement

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Approved:

Revised: