

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus – Site Coordinator

Adventures Plus is a child care program providing before and after school care for elementary age students and is located in various elementary schools throughout the District.

Site Coordinator for Inclusion

This position assists the Inclusion Program Coordinator with the integration of students with special needs into the Adventures Plus program.

Essential Functions:

- Assist with the intake process of students with special needs, including intake conferences with parents, gathering data such as IEPs, and observing students.
- Assist in the observation and evaluation of students, who seem unable or are struggling to adjust to the Adventures Plus setting.
- Assist in the training and mentoring of program and support staff on the appropriate implementation of inclusion plans.
- Observe and monitor the implementation of individualized behavior plans on a regular basis.
- Assist in the maintenance of records, files, and database for all students receiving special needs services.
- Assist in the interviewing and placement of support staff.
- Maintain Crisis Prevention Institute, First Aid, and CPR training records; take training registrations, and assist with support staff trainings.

Other duties may include:

- Supervise program development and operation for at least one site, before and after school, on non-school days, and kindergarten program where applicable. Hours may include straight and split shifts based on program needs.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in related field; and 1 year (2080 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.
~ OR ~
Bachelor's degree in unrelated field; and 2 years (4160 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.
~ OR ~
Associates Degree (60 college credits) / Child Development Associate Certificate (CDA), plus 24 credits in Areas of Training/Credit listed below (credits can be part of educational credential); and 4 years (8320 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.

Areas of Training / Credit

- Social Emotional Development
 - Approaches to Learning
 - Language and Literacy
 - Cognitive Development
 - Creativity / Arts
 - Family Studies
 - Child Guidance
 - Physical Development / Health / Safety
 - Special Education
 - Child Development
 - Cultural Dynamics
 - Communication
 - Recreational programming
 - STEM
- Current First Aid and CPR certification or must be obtained within the first 90 days of employment.
 - Proof of CPI certification, or the ability to pass the CPI class.
 - Must be able to lift a minimum of 40 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.
 - Must be physically working in the building.

Preferred Qualifications:

- Experience working with traditionally marginalized communities preferred.

Physical Factors:

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.