

Anoka Hennepin Independent School District #11

Position Standard

Preschool / ECFE Program Coordinator

Anoka-Hennepin Schools Preschool and Early Childhood Family Education (ECFE) provide early learning opportunities for children and their families. Preschool serves 3-5 years old children with the goal of preparing children for kindergarten by providing a variety of early learning experiences. ECFE is a parenting and early childhood education program that provides classes, home visits, special family events and other services for parents and their children age birth to five. Both programs run 31-36 weeks per year, including summer classes with classes located throughout the school district.

Essential Functions:

- Coordinate, develop and /or implement curriculum, assessment materials and processes.
- Coordinate staff development, new teacher training/mentoring, providing technical and classroom assistance as needed.
- Coordinate registration materials, processes, and public information for ECFE and Preschool.
- Develop and maintain parent communication materials.
- Coordinate and provide referrals, outreach and public information, including website and other printed and electronic communications.
- Work with the Proactive Intervention team and ECSE to meet needs of children with special needs.
- Act as resource to the ECFE/Preschool parent Advisory Council.
- Recruit, direct, and assign staff as needed for work at events, promotions.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree and current MN teaching license in Early Childhood Education.
- Demonstrated ability to work with parents and children, age birth to five, one-on-one or in groups. This includes children with special needs.
- Knowledge of child development, family systems, adult development.
- Strong organizational skills.
- Knowledge of early childhood lesson planning, classroom management, assessment and curriculum.
- Ability to work effectively in a team environment.
- Excellent communications and interpersonal skills.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 20 pounds.
- 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.

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.