



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Early Childhood Coordinator

Department:

Community Education

Unit:**Immediate Supervisor:**

Director of Community Education

Grade Placement:**FLSA Status:**

Exempt

Job Summary: Under the direction of the Director of Community Education, the Early Childhood Coordinator is responsible for providing developmentally appropriate learning experiences for children ages birth to 5 years through group and individual learning activities; provide a safe, nurturing learning environment in which children may interact with their peers and grow to their full potential. The Early Childhood Coordinator will also plan, organize and implement Early Childhood screening complete individual assessments, progress reports, family outreach and serve as a role model/resource for parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans and develops instructional plans, lessons and other support activities to present approved district curriculum in accordance with district goals and MN state standards. Determines needs and abilities of students and determines methods and techniques to best provide instruction to students.
2. Provides and delivers classroom instruction to students incorporating the essential elements of instruction, best practice and classroom management techniques.
 - Provides instruction at appropriate levels of difficulty and covers MN state standards development domains.
 - Determines and employs various teaching techniques, methods and principles of learning to best meet the needs of students and district learning outcomes.
 - Employs and implements a classroom climate that encourages student responsibility and cooperation.
 - Establishes and maintains standards of student behavior to achieve a culture of learning in the classroom.
3. Evaluates student performance against learning objectives concerning academic and social growth.
 - Develops and implements assessments and provides appropriate feedback.
 - Maintains accurate and complete records of student progress and achievement.
 - Communicates regularly with parents about student progress.
4. Provides instructional leadership to support staff within the classroom by assigning activities, providing guidance and instructional oversight.
5. Collaborates with other educational professionals and administrators regarding the needs of students, instructional needs, new instructional technologies or approaches to student problems, learning or curriculum. Serves on district committees, administrative meetings or IEP meetings to provide assistance in curriculum development, assessing student progress/performance or to participate in the program decisionmaking and improvement processes.
6. Provides parent education opportunities to discuss parenting issues and concerns, child development and provide necessary resources.

7. The Coordinator is responsible for submitting state reports for early childhood and program plan update reports
8. The Early Childhood Coordinator is responsible for facilitating Early Childhood Screening, Special Events, and providing up to date marketing material.
9. The Early Childhood Coordinator is responsible for program registration.
10. Support Cardinal Kids Club Childcare as assigned
11. Performs other duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's degree with a major in Early Childhood
- Successful completion of student teaching experience

License/Certification Requirements:

- State of MN Teaching License: Birth - Grade 3
- Preferred Parent Education License

Knowledge required to perform the essential functions of the job:

- Knowledge of child development theories and development stages and needs.
- Knowledge of best practice teaching principles, techniques and approaches.
- Knowledge of current trends, theories and technologies pertaining to learning, instruction and classroom management.
- Knowledge of assessment procedures and techniques.
- Understanding of basic office equipment and software used by the district in maintaining records and files.
- Knowledge of community resources, agencies and school district programs.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to effectively interact and communicate with students, parents, staff, administrators and other educational professionals to best meet the needs of students.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved program curriculum and MN standards. ● Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Developing assessment tools, assessing and evaluating student performance and needs.
- Using a variety of instructional aids and technologies.
- Classroom management techniques, functions and activities.
- Ability to write reports and assists in writing and reviewing curriculum.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Medium work. Exerting up to 50 pounds of force occasionally to move objects and a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.