



Rockford Area Schools Job Description

Early Childhood Programs Coordinator

General Definition of Work

Performs difficult professional work organizing, implementing and evaluating Early Childhood Family Education, School Readiness, Launching Pad Preschool, and Early Childhood Health and Development Screening, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Departmental supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Plans, develops, organizes, implements and evaluates all early childhood programming - Early Childhood Family Education, School Readiness and Early Childhood Health and Development screening; trains and evaluates early childhood staff.

Supervises and manages employees hired to work in Early Childhood Family Education, School Readiness and Early Childhood Health and Development screening; coordinates and implements professional development in the area of curriculum, instruction, development and assessment; resolve issues, conflicts and facilitate the exchange of information.

Manages and reviews annual budgets and fiscal operations; establish and employ a sliding fee schedule for programs.

Creates community awareness for early childhood programs; establish and maintain effective public relations; develops communications, marketing materials to include website, newsletter, brochures and handbooks.

Collects and maintains birth to four-year old census data; welcomes new babies/families to the district; process and reviews early childhood health and development screening data; re-screen and makes referrals when necessary.

Purchases equipment and supplies for department programs.

Prepares and files required reports for the Minnesota Department of Education, local school boards and advisory councils; establish data collection systems; stays current on rules, regulations, policies and statutes as they apply to the department.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; comprehensive knowledge of state statutes and guidelines for Early Childhood Family Education, School Readiness, Early Childhood Health and Development Screening, birth to four-year old census; comprehensive knowledge of fire, health and safety codes; comprehensive knowledge of applicable curriculum and assessments; comprehensive knowledge of budgets, applicable state reports, accounting principles; comprehensive knowledge of personnel management; possesses leadership, public relation, customer service and time management skills; thorough knowledge of standard office equipment, computer hardware and related software; general knowledge of presentation equipment; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree with coursework in early childhood education, parent education, child development, or related field and moderate experience working with or teaching children or parents in a classroom setting, or equivalent combination of education and experience.



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Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR - First Aid Certificate within six months.

Minnesota Teacher's License in Early Childhood Education, Pre-Kindergarten, Parent Education upon hire.

Blood Borne Pathogens Training

Gold Assessment

Creative Curriculum

Infinite Campus – Student Information System Training

EPI Pen Administration Training