



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	3	

JOB TITLE	CONTRACT REFERENCE
Early Childhood Family Ed Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Community Education	March 2018

JOB SUMMARY

Develop, implement and supervise program services for Early Childhood Family Education and Early Childhood Screening

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Plan, develop, supervise and evaluate programs and services to meet the diverse needs of parents and children (birth-age 5) including Early Childhood Family Education and Early Childhood Screening. This includes responsibility for program evaluation, advisory council, and relationships with other groups and agencies related to the program. Participate in Early Childhood Screening as a developmental screener as needed.	15%	C4
2.	Teach Early Childhood Family Education parent education classes for families with children birth through 5 years.	75%	C4/B2
3.	Plan, schedule and perform home visits to families with children birth to 5 years. Visits include identified at-risk families and Welcome Baby visits.	5%	C4/B2
4.	Participate in team meetings and staff development activities to stay current on issues within the field. Envision and implement new program initiatives through needs assessment, research, networking and collaboration to meet changing community needs.	3%	
5.	Prepare, recommend and monitor budgets for both programs and complete financial and year-end reports as required.	2%	
6.	Assume other responsibilities as requested by the Director of Community Education.		

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MINIMUM QUALIFICATIONS

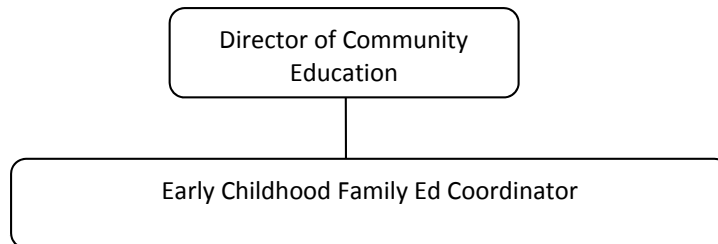
- Bachelor’s Degree in Education or related field
- Current Minnesota Teaching License in Parent Education
- At least two years of experience teaching ECFE/Parent Education and involvement with Screening
- Intercultural competence and experience working with diverse populations
- Excellent interpersonal, verbal and written communication skills
- Effective problem solving, decision making and organizational skills
- Experience effectively supervising staff and managing Early Childhood programs in an inclusive environment

DESIRED QUALIFICATIONS

- Master’s Degree in Education or related field preferred

LICENSING AND OTHER REQUIREMENTS

- Satisfactory criminal background check
- Current Minnesota Teaching License in Parent Education

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.