

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Early Childhood Family Education & Screening Manager

DEPARTMENT / BUILDING: Community Education / Crystal Lake Education Center

TITLE OF IMMEDIATE SUPERVISOR: Director of Community Education

BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY: The Early Childhood Family Education & Screening Manager is an administrative leadership position which is responsible for developing, implementing, managing and evaluating Early Childhood Family Education, Early Childhood Screening, and Home Visiting programs, as well as School Readiness, for the Lakeville Area Schools Community Education Department. This position supervises the ECFE & Screening Clerk, Early Childhood Programs Clerk, and Family Outreach Specialist as well as program and building staff. This position also manages the School Readiness and Pathways Scholarship funding for the Department. Through this role and related responsibilities, this position is an integral part in the successful delivery of activities, programs and services.

This is a full-time, year-round position. Although the position must maintain flexible working hours at various locations, the typical schedule will be weekdays from 8:00 am-4:30 pm at the Crystal Lake Education Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Vision and Mission
 - a. In collaboration with the Director of Community Education (Director) and others, creates a mission and vision, as well as sets goals, objectives and action plans for the Early Childhood Family Education (ECFE), Early Childhood Screening and Home Visiting programs, as well as School Readiness, that are supportive of the Department and District missions, visions and strategic plan.
 - b. Collaborates with others to make ECFE, Screening and Home Visiting programs, as well as School Readiness, a part of a unified, collaborative Community Education philosophy.
2. Operations
 - a. Creates, adapts, revises and evaluates program area curriculum. Integrates Minnesota Department of Education Early Learning Standards and Parent Education Frameworks. Reviews, evaluates and directs lesson and activity plans of Teachers.
 - b. Conducts program assessments, evaluations and surveys with participants, parents, staff and community members, and makes recommendations for improvements. Provides technical assistance to staff as needed.
 - c. Oversees the development, implementation and evaluation of program area systems and procedures that ensure adequate customer, payment, personnel, financial and technology controls according to District policy as well as governmental laws and regulations.

- d. Sets priorities for the School Readiness funding, maintaining equitable processes for applications, working with Small Wonders Preschool and Wonder Zone staff to address the needs of the families and children, and making connections to World's Best Workforce to ensure School Readiness is addressed to meet statutory requirements.
- e. Responsible for the operations, marketing, finances, collaborations and development of the Early Childhood Family Education Advisory Council and serves as an ex-officio member.
- f. Serves as the lead building administrator for the Crystal Lake Education Center. Monitors program area needs relating to shared and dedicated space and building usage as well as makes recommendations for maintenance, changes or improvements.
- g. Responsible for the development, implementation and evaluation of program area privacy, security and safety systems including: Scheduling, supervising and evaluating fire, severe weather, lock down and other safety drills and practices to ensure compliance with District policy as well as governmental laws and regulations. Oversees the access control systems at Crystal Lake Education Center.
- h. Creates and maintains, on an annual basis, a manual for the processes and procedures of this position.

3. Personnel

- a. Recruits, hires, trains, schedules, supervises and evaluates the ECFE & Screening Clerk, Early Childhood Programs Clerk, Family Outreach Specialist, ECFE Teachers and Support Staff, Early Childhood Screeners, and Screening Nurse. Personally fills vacancies or absences if a substitute cannot be found and if necessary.
- b. Supervises the Crystal Lake Education Center Custodial Staff, as well as other Community Education staff.
- c. Maintains staff, independent contractor and program area information in accordance with district policy and governmental laws and regulations, including: certifications, licenses, background check authorizations and liability insurance.
- d. Makes recommendations to the Director of Community Education regarding contract negotiations with bargaining groups such as Teachers, Support Staff and others.
- e. Is on-call evenings and weekends to address program, staff and/or customer issues. This includes direct involvement when it is necessary to modify the normal schedule of District activities as a result of inclement weather or for other reasons.

4. Finance

- a. Manages the program budget planning, monitoring, reporting and evaluation procedures.
- b. Oversees the administration of the School Readiness and Pathways Scholarship funding in accordance with statutes.
- c. Recommends the program area preliminary budget and revised budget to the Director of Community Education.
- d. Monitors specific sub-fund balances including: Early Childhood Family Education, School readiness and Early Childhood Screening.
- e. Purchases supplies and equipment as well as oversees their use.

5. Marketing

- a. Connects with participants regularly before and after instructional time.

- b. Manages program marketing efforts, including working with the ECFE & Screening Clerk to design and edit flyers, brochures, press releases, email lists, web sites, social media, etc.
- c. Creates, updates and monitors program listings on the department website and Eleyo system.
- d. Represents the Department and District at special events, meetings and committees as well as within community groups.
- e. Is visible in the community during outreach efforts, Advisory Council events, special events such as Ready, Set, Achieve! and the Activities & Sports Festival, as well as within community groups.

6. Collaboration

- a. Collaborates with the Adult Basic Education Manager and other staff in the development, implementation and evaluation of collaborative programming such as Family School, an English language learning program.
- b. Collaborates and problem solves with citizens, community organizations, District staff and advisory councils to develop, implement and manage new initiatives and collaborations to meet community needs.
- c. Develops and maintains effective relationships and communications tools with students, parents, community members, program staff, and District staff in order to provide services.
- d. Partners with the Facility Use & Systems Manager to ensure the facility use process runs efficiently and effectively.
- e. Contributes to the District Leadership Team, Community Education Leadership Team and other District committees relating to professional perspectives, problem solving, strategic planning; systems development, as well as policy and procedure creation and revision.

7. Development

- a. Strives to become knowledgeable in all aspects of the Community Education Department
- b. Determines the program area professional development needs. Develops and plans training, as well as manages the implementation of both on-going and special-interest training.
- c. Seeks out and identifies opportunities for ongoing professional development of self and others.
- d. Is a member of the Early Childhood Family Education Professional Learning Community and Early Childhood Shared Leadership Team.

8. Reporting

- a. Responsible for the preparation, completion and submission of state and federal reports including: Minnesota Common Course Catalog, Early Education Student Data, Early Learning Scholarship Administration System, Parent Aware, Community Needs Assessment, 0-4 Population Estimate, as well as works collaboratively with Teaching & Learning to ensure compliance with World's Best Workforce.
- b. Responsible for data collection, maintenance, research and analysis related to ECFE, Screening and Home Visiting necessary for the Department Dashboard, Key Performance Indicators and other reporting requirements.
- c. Provides periodic updates via the District Weekly Administrative Update.

- d. Prepares and delivers written, electronic and oral presentations to staff, students, parents, customers, community groups, advisory councils, District administration and School Board.

9. Additional Duties and Responsibilities

- a. Delivers a high standard of customer service including serving as the primary contact for ECFE, Screening, Home Visiting programs, School Readiness, and Crystal Lake Education Center problem solving, conflict resolution and making reasonable adaptations or special accommodations for participants.
- b. Prioritizes tasks and projects on a daily, seasonal and annual cycle. Manages multiple requests simultaneously while meeting project deadlines.
- c. Maintains flexible office hours at the Crystal Lake Education Center or other locations for the purpose of carrying out job duties as well as servicing the needs of the public. General office hours will be from 8:00 a.m. to 4:30 p.m. year round. Will work periodic evenings and weekends.
- d. Travels between District facilities, other educational sites and regional/state meetings as necessary or directed
- e. Performs duties with awareness of all district requirements and procedures, Board of Education policies, as well as governmental laws, rules and regulations.
- f. Carries out written and/or verbal instructions.
- g. Performs other duties as needed or assigned by the Director.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. B.A. or B.S. Degree in early childhood development, early childhood education, parent education or related field. Master's degree is preferred.
2. Current Minnesota Teaching License in Early Childhood or Parent Education. Administrative licensure is preferred.
3. Three to Five years of administrative or leadership experience in early childhood family education, including staff supervision, evaluation and development.
4. Three or more years of teaching experience in early childhood or parent education is preferred.
5. Customer service, group facilitation and conflict resolution training and experience preferred
6. Excellent interpersonal, problem solving and customer service skills
7. Excellent verbal, written and electronic communication skills.
8. Excellent planning and organization skills
9. Pays high attention to detail and organization
10. Proficient using Windows, Apple and Google based computer operating systems. Proficient in software systems including word processing, spreadsheets, databases, email, calendar, cloud storage and e-commerce software

| Employee is required to: | Never | Occasionally 1-33% | Frequently 34-66% | Continuously 66-100% |
|---|-------|-----------------------|----------------------|-------------------------|
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk, see and hear | | | | X |
| Taste or smell | X | | | |
| Physical (lift and carry): | | | | |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 75 pounds | X | | | |
| More than 100 pounds | X | | | |

DATE: May 14, 2013

REVISED: April 13, 2016; November 16, 2017; April 3, 2019