



1170 Main St., Elk River MN 55330 | 763.241.3524 | [www.728communityed.com](http://www.728communityed.com)

**Job Title:** Program Coordinator (School Readiness); 20 hours per week

**Position Type:** Early Childhood Family Education/Program Coordinator (School Readiness)

**Date Available:** ASAP

Closing Date: 12/22/2018

Description: The Coordinator of Community Education will coordinate lifelong learning activities for a variety of ages year-round in the Elk River Area School District, so that community needs for education and involvement are met.

**Job Summary:**

1. Coordinate overall planning, coaching of staff, and scheduling of ISD 728 Early Childhood classroom initiatives.
2. Develop new opportunities for targeted age groups so that unmet needs, resident requests, and new ideas can be addressed.
3. Gives input for recruitment and selection of Early Childhood instructors, and other staff to provide high quality and organized programs.
4. Coordinate and collaborate with other Community Education Coordinators and other program planning staff to ensure a balanced program is offered.
5. May be responsible to ensure that resources are maximized and programs meet their financial targets.
6. Work with the Program Manager and other staff to coordinate the production of marketing materials and opportunities to ensure that activities are promoted to the community in a timely and effective manner.

**Qualifications:**

1. Training or experience with Classroom Engagement and the Pyramid model for early childhood interventions.
2. Experience coaching adults in a peer to peer environment.
3. Proficient in the use of technology for managing information.
4. Leadership skills and the ability to work in a team.
5. Creativity and the ability to apply it in a variety of venues.
6. Strong organizational skills.
7. The ability to effectively manage multiple responsibilities and prioritize tasks.
8. Flexibility and availability to work a varied schedule as necessary to observe programs or participate in meetings or events.

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<https://www.generalasp.com/elkrivermn/onlineapp/default.aspx?Category=Early+Childhood+Family+Education>