



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Child Development Services Coordinator

FLSA: Non-Exempt

Class Title: Program Coordinator III

Range: 5

Reports to: Associate Director

Position Requirements:

Education and Experience: Bachelor's degree (B.A. or B.S.) in Early Childhood or related field; six (6) months to one (1) year related experience and/or training.

Licenses Required: None.

Certifications Required: Certification (or willingness to obtain) in: First Aid and CPR.

Background Investigation Required: BI through MN Department of Human Services and search on NSOPW.

Knowledge: Knowledge of Performance Standards and Rule 3 licensing.

Abilities: Ability to work well with individuals. Ability to guide.

Skills: Supervisory skills, problem-solving skills, and leadership skills. Good communication and writing skills.

Duties and Responsibilities:

Set standards for quality in 3-5 Head Start classrooms and EHS-CCP Contracted Partnership Sites as assigned to ensure that these standards are met. Serve as a resource to teaching staff and parents on the Head Start Performance Standards and other policies that relate to the Education component. Responsible for center and classroom development; develops curriculum resources; assists with development and implementation of Education Plan. Communicate with teaching staff to share information, build skills, oversee performance, and resolve problems. Directly supervise the classroom aides, assistant teachers, teachers, mentor coaches, and others assigned to classrooms. Provide ongoing support and feedback and conduct performance appraisals. Ensure the program maintains an environment that is safe, healthy, and conducive to learning. Ensure the program complies with state staffing requirements. Make regular onsite classroom visits to offer feedback and support. Maintain communication with community partners. Responsible for seeing classrooms are adequately supplied with materials and equipment. Ensure that the disability Performance Standards are adhered to. Ensure that preschool screenings are completed for Head Start children. Train staff on Education Component Standards including, but not limited to, developmental assessment systems, early childhood curriculums, and preschool screenings. Hold monthly new staff training meetings and lead monthly teacher meetings. Attend Policy Council meetings as needed. Dependable attendance. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must have a valid driver's license.

Posting Date: 5/21/2024

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: E. Grant

Status: Permanent/FT

Starting Salary: Starting wage \$25.45 DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.