

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
Early Childhood Success Coordinator

Department:	School Building	
Immediate Supervisor:	Early Childhood Education Coordinator	
Prepared by:	Personnel	Date: October 2022

SUMMARY: Under the direction of the Early Childhood Education Coordinator, the Early Childhood Success Coordinator is responsible for grant management and delivery of transitional services for families and children from ages four through age five including Kindergarten readiness family education classes, screening, summer Kindergarten transition programming, family outreach including parent education.

QUALIFICATIONS:

1. Is knowledgeable about early childhood education; elementary education, kindergarten through 2nd grade; curriculum development; play based learning; social emotional learning; and diversity, equity and inclusion.
2. Works well with others.
3. Focuses on solving conflict.
4. Maintains confidentiality.
5. Listening to others without interrupting; remaining open to others' ideas, encouraging employees, and contributing to building a positive team spirit.
6. Ability to flex schedule to communicate, promote, organize and attend events across multiple organizations.
7. Ability to communicate verbally and writing in English.
8. Ability to effectively present information and respond to questions in one-on-one, small group situations to students and school staff.
9. Ability to verbally respond to common inquiries with employees.
10. Ability to read and interpret documents.
11. Ability to write routine reports, collect and report data and correspondence.
12. Be able to understand a budget and keep track of spending within the budget provided.
13. General knowledge of computer usage and ability to effectively and efficiently use email, internet, word processing software and social media.
14. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors and personalities.
15. Punctual attendance at scheduled meetings, classes and activities.
16. Maintain required district expectations related to training and employment.
17. Familiarity with non-profit grants.

Preferred:

1. Previous experience in early childhood, non-profits or schools, and with grant writing.
2. Associates or Bachelors degree.
3. Ability to translate documents into other languages when needed.

Performance Responsibilities:

- Manage all activities within the program
- Maintain Early School Success activities schedules within the St. Helens School District, records, or reports.
- Submit grant paperwork to the Children's Institute.
- Collect information, review and synthesize attendance and participation data, and create effective presentations and reports for internal and external stakeholders as needed, maintaining strict confidentiality.
- Coordinate, prepare and monitor the budget for the Early School Success Grant in collaboration with the Early Childhood Education Coordinator.
- Monitor program activities to assure compliance with components of the grant plan.
- Build community partnerships with local resources and organizations to support grant activities.
- Develop marketing campaigns to promote Kindergarten Transition activities.
- Give presentations to administration and St. Helens Board of Directors.
- Conduct surveys to determine interest in or satisfaction with Early Childhood Success programs, events or services.

Physical Requirements:

R-Rarely O-Occasionally F- Frequently C – Continually

F – Sitting

O- Standing

O- Walking

R – Crawling Crouching (bend at knees)

R Stooping (bend at waist)

R – Twisting (knees/waist/neck)

R- Reaching overhead, Reaching extension

F- Repetitive use arms and wrists

F – Repetitive use hands grasping

F – Fine manipulation

O – Pushing/pulling Max weight:40lbs

Items typically moved: chair, table, box

O- Lifting/Carrying Max weight: 40lbs

Items typically lifted: paper, book, binder, text books

Terms of employment:

- 15 hours per week
- Grant funded position
- Employment is not guaranteed beyond the term of Early School Success Grant (currently projected to be 2 years, subject to renewal of funding).