

Early Learning / School Age Care Coordinator

District: Stewartville Public School District - ISD #534

Department: Community Education

Reports To: Director of Community Education

Location: Central Education Center

PURPOSE OF JOB

The Early Learning & School Age Care Coordinator provides leadership and administrative oversight for the district's youngest learners and school-age students. This includes the management and supervision of Preschool, Early Childhood Family Education (ECFE), Early Childhood Screening, and the School-Age Care (SAC) program (Tiger Time). The primary goal is to ensure a seamless, high-quality educational bridge from birth through elementary school while maintaining a safe, fiscally sound childcare environment.

RESPONSIBILITIES

1. Program Operations & Compliance

- Oversee daily operations for ECFE, Preschool, and SAC programs, ensuring adherence to Minnesota DHS regulations or district-governed health and safety standards.
- Lead the district through the Parent Aware rating process to ensure high-quality designations and eligibility for Pathway I and II scholarships.
- Coordinate mandated Early Childhood Screening events, ensuring all district children are screened before kindergarten entry as per state law.

2. Staff Supervision & Professional Development

- Recruit, hire, train, and supervise a team of teachers, assistants, and site leads.
- Design and implement professional development plans that meet MDE & Parent Aware requirements.

3. Curriculum & Assessment

- Ensure Early Learning programs utilize an MDE-approved, research-based curriculum and assessment tool (e.g., Creative Curriculum, TS Gold).
- Align School-Age Care activities with the "Minnesota School-Age Core Competencies" to move beyond "babysitting" toward true enrichment.

4. Financial & Enrollment Management

- Manage program billing, including the Child Care Assistance Program and county-funded subsidies.
 - Monitor site-based budgets, staffing ratios (to ensure profitability/sustainability), and supply procurement.
 - Manage the registration software (Arux) for waitlists, attendance, and emergency contact data.
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JOB QUALIFICATIONS

Required Qualifications:

- **Education:** Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, or a closely related field.
- **Licensure:** Valid Minnesota Teaching License in Early Childhood, Parent Education, or Elementary Education.
- **Skills:**
 - Deep understanding of child development milestones for ages 0–12.
 - Experience navigating the Parent Aware standards & requirements.
 - Exceptional crisis-management skills (handling medical emergencies, behavioral issues, or staffing shortages).

Preferred Qualifications:

- **Experience:** 2-3 years of experience in an early childhood or school-age setting, with at least 1 year in a supervisory or "Lead Teacher" capacity.
 - **Language:** Multilingual skills relevant to the district's demographic.
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Director's Note: In our district, we don't just "watch kids", we build community. This role is unique because you are often a family's very first contact with our school system through ECFE. You have the chance to welcome a parent with a newborn, guide them through the Preschool years, and then provide them with the peace of mind that comes with reliable School-Age Care. We need someone who values that long-term relationship and understands that a strong start in ECFE leads to a successful student graduating from high school.