

## POSITION DESCRIPTION

**Position:** Targeted Services Coordinator – Elementary School

**Purpose:** The Targeted Services Coordinator will assist in implementing the Targeted Services program at one elementary site. The Targeted Services Coordinator will work closely with the Youth Programs Supervisor to plan, organize, supervise and monitor before and/or after school Targeted Services programming. The position is responsible for the development of innovative, engaging and effective programming aimed at increasing student participation and achievement.

**Primary Customers:** **Internal:** All employees  
**External:** Students, parents, volunteers, businesses, community

**Position Qualifications:** **Education/Certification:**

- Bachelor's Degree in Education required.
- Minnesota Teacher License required.

**Experience:**

- Experience working with students and parents is required.

**Qualifications:**

- Ability to apply problem solving skills in handling program issues and concerns.
- Excellent communication and human relations skills.
- Good organizational skills.
- Ability to manage time and responsibilities.
- Excellent decision-making and problem-solving skills.

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

### Essential Responsibilities

1. Be present for all Targeted Services programs taking place in the building you are assigned.
2. Required to teach at least one class per week.
3. Recruitment licensed teacher to plan and teach Targeted Services classes.
4. Promoting and communicating about the program to district students, parents, and staff.
5. Assisting in analyzing data regarding the effectiveness of the program and adjusting the structure or content of courses as needed based on this analysis.
6. Assisting in organizing and supervising student transportation to and from the program.
7. Monitoring and collecting student attendance each day.
8. Corresponding with families regarding enrollment, continuous learning plans, transportation information, and other program details.
9. Responding to student behavior management concerns during program hours.

10. Collaborating with classroom teachers, building administrators, and Youth Programs Supervisor to ensure a consistent referral process is utilized for students accessing the program.
11. Working with building and Community Education staff to ensure the safety of all students involved in the program.
12. Providing regular program updates to building administrator and Community Education leaders.
13. Other duties as assigned.

**Measures of Accomplishment:**

1. Community is informed about the program.
2. Policies and processes are followed for safety, communication and logistics.

This job description describes the general information and nature of work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individual with disability.

**Terms of employments**

- **Classification:** EPEA
- **Hours/Week:**
  - Up to 8 hours/week for Coordinators teaching 2 days/week.
  - Up to 10 hours/week for Coordinators teaching 4 days/week.
- **Salary:** Rate of pay per the EPEA collective bargaining agreement

**Evaluation**

- A continuous improvement process will be developed with the supervisor.