



Edina Public School Position Description

Section I: General Information

Position Title: Early Learning Program Specialist	Department: Community Education
Immediate Supervisor: Program Director Early Learning Program Manager	FLSA Status: Non-Exempt Classification Level:
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Early Learning Program Specialist is responsible for planning and leading program staff and students in enriching activities, programs, and special events of the before, after school, and summer full day school-aged childcare programs.	

Section II: Essential Duties and Responsibilities

Early Learning Programming Support

- Plans, organizes and schedules various daily activities to support each child's developmental physical, emotional, mental and social needs. Prepares exercises, activities, and crafts weekly and implements the plans daily.
- Develops programming that promotes student social-emotional and cognitive development and strengthens their self-esteem, confidence, and independence.
- Organizes and supports recess activities and before and after school supervision at the site.
- Develops a calendar of activities to guide childcare assistants.

Early Learning Student Support

- Provides direct service to students in collaboration with childcare assistance. and ensures a safe, healthy, and inclusive environment for all students.
- Provides training for staff on proper personal care for students with special needs including dressing, diapering, toileting, feeding, and following behavior plans.

School Site Coordination

- Reviews activities and programming with staff on a regular basis and maintains accurate and up to date certification and records at the site level. Orders and inventories site supplies.
- Works cooperatively with stakeholders and promotes parent and staff communication.

Performs other duties of a comparable level or type, as required.

- Attends training sessions, conferences, seminars, and meetings as required.
- Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationships with students, staff, administration, families, and other community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.

- Providing exemplary customer service to internal and external customers.
 - Following written and verbal directions and working independently.
 - Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
 - Applying specialized district software applications and computer systems.
 - Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	Associate's degree in recreation, education, child development or a related field and at least two (2) years of related work experience.
LICENSE/CERTIFICATION REQUIREMENTS:	The following certifications and training are required upon hire or within six months of employment: CPR, First Aid, and Crisis Prevention Intervention (CPI), DHS Certification.

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds			x	
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 1.2023.