



## Edina Public Schools Position Description

### Section I: General Information

<b>Position Title:</b> Grow Your Own Program Coordinator	<b>Department:</b> Community Education
<b>Immediate Supervisor:</b> Director of Community Education and Strategic Partnerships	<b>FLSA Status:</b> Exempt
	<b>Classification Level:</b> 4-Year Grant
<b>Position Summary:</b> With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Grow Your Own Program Coordinator oversees the program and provides leadership in recruiting, supporting, and mentoring Edina Public Schools employees who are eligible for Grow Your Own and Special Education Teacher Pathway funding.	

### Section II: Essential Duties and Responsibilities

#### Management and Leadership Duties:

- Provides ongoing guidance, mentorship, and support for employees enrolled in the district's Grow Your Own Emerging Teachers and Special Education Teacher Pathway programs, ensuring alignment with program goals, district needs, and individual professional growth.
- Recruits, trains, and supports mentors assigned to Grow Your Own participants to foster professional growth and retention.
- Manages program budgets, including monitoring expenditures and processing tuition reimbursement requests in accordance with district policies.
- Creates and maintains milestone achievement plans, task lists, and tracking tools to monitor participant progress.
- Assists with the preparation, documentation, and submission of reports required for the Grow Your Own and Special Education Teacher Pathway grants.
- Plans, promotes, and facilitates informational meetings and onboarding sessions for staff interested in or newly enrolled in the programs.
- Collaborates with higher education partners to organize and host recruitment events that strengthen program pipelines.
- Partners with district departments to ensure compliance with reporting requirements and adherence to tuition reimbursement deadlines.

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

- Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
- Attends training sessions, conferences, seminars, district and departmental meetings.
- Keeps abreast of changing developments, trends, health technologies.
- Attends work regularly and punctually.

### Section III: Essential Skills Required to Perform Position Duties

- Establishing and maintaining professional and courteous working relationships with colleagues, students, parents, and the community.
- Providing human relations, presentational and communication skills needed to effectively interact with all stakeholders.
- Exhibiting a high level of cultural proficiency.
- Prioritizing, organizing, and managing time and project activities.
- Communicating clearly and concisely, both orally and in writing; presenting concepts in an understandable and appropriate manner.
- Using judgment and discretion in handling issues in accordance with the policies and procedures of the school district.
- Operating standard office software (e.g., Word, Excel, Google Suite) at a high level of proficiency.
- Working independently and in a self-directed manner.

### Section IV: Minimum Work Requirements

<b>EDUCATION/EXPERIENCE REQUIREMENTS:</b> <b>Minimum education and experience required for the position.</b>	Bachelor's degree from an accredited college or university and a minimum of three (3) years of related experience required. Teaching experience preferred.
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### Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
	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 11.2025.