



Early Learning and Family Engagement Program Specialist

Department: Community Education

Immediate Supervisor: Assistant Director of Early Learning

FLSA Status: Non-Exempt

Position Summary

With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Early Learning and Family Engagement Program Specialist is responsible for planning, coordinating, and supporting family engagement initiatives, scholarship administration, early learning program recruitment, and community partnerships across early childhood programs. This role fosters meaningful connections and promotes equitable access for early learning opportunities.

Essential Duties and Responsibilities

Early Learning and Family Engagement Support

- Plans and organizes family events, educational activities, and engagement opportunities that support children and families.
- Develops programming and family connection initiatives that promote early childhood development, strengthen family relationships and encourage collaboration between families and schools.
- Coordinates family literacy opportunities and adult education connections to strengthen home school relationships and community support systems.
- Fosters positive relationships and effective communication among families, staff, community partners, and other stakeholders.
- Facilitates student recruitment and enrollment for Ready Set Kindergarten (RSK), a collaborate initiative between Hopkins and Edina Public Schools.
- Implements targeted outreach and recruitment strategies using regional demographic data, applicant information, and community needs to increase awareness of early learning programs.

Family Partnerships and Community Collaboration

- Collaborates with Early Childhood Family Education (ECFE) and Metro South Adult Basic Education (ABE) to support family enrollment, continued participation, and access to Family Literacy programming.
- Conducts regular meetings with ECFE Family Literacy staff and Metro South ABE partners to align initiatives, share updates, and coordinate services for families and children.
- Engages Edina Public Schools cultural liaisons and the American Indian Education liaison, as appropriate, to support families and students participating in early learning programs.
- Oversees Voluntary Pre-K registration, eligibility verification, and student placement.
- Serves as a primary point of contact for families seeking specialized access, transportation assistance, and referrals to community resources.

Early Childhood Screening Coordination

- Supports the Early Childhood Screening team in coordinating annual screening operations, including creating the Early Childhood Screening calendar, appointment scheduling, interpreter arrangements, and screening documentation.
- Submits annual Early Childhood Screening reports under the direction and oversight of the Assistant Director of Early Learning.
- Participates in state-required training and professional development to remain informed of Minnesota Early Childhood Screening requirements, procedures, and best practices.

Scholarships and Financial Assistance Administration

- Administers early learning scholarship and financial assistance programs, including Pathway I, Pathway II, Voluntary Pre-K (PVK), and School Readiness funding.
- Processes scholarship applications, verifies eligibility, and manages required documentation to ensure accurate and timely administration of financial assistance programs.
- Partners with the Supervisor of School-Aged Childcare, Operations, and Facilities to coordinate and maximize available funding sources, including VPK, School Readiness, and Pathway II, to expand access to full-day learning programming.

School Site and Administrative Support

- Maintains accurate student records, eligibility information, program databases, and state reporting documentation.

- Reviews program activities and coordinates with staff regarding operational needs.
- Procures and inventories site supplies and office supplies to support early learning sites.
- Utilizes program software and databases to support accurate reporting and daily operations.

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

- Communicates the district's vision, mission, core values and beliefs and provides assistance to individuals, other district staff and the community concerning areas of expertise and knowledge.
- Attends training sessions and keeps abreast of changing developments, trends and technologies.
- Regular, reliable in-person attendance, punctuality, and adherence to the established work schedule are essential functions of this position.

Essential Skills Required to Perform Position Duties

- Demonstrating a collaborative, customer service mindset.
- Establishing and maintaining effective, collaborative relationships with students, staff, faculty, administration, families, and community stakeholders.
- Ensuring the use of culturally proficient communications and demonstrating an interest in working with diverse, multicultural members of the district and community.
- Using professional judgment and discretion in handling issues in accordance with district policies and procedures.
- Maintaining strong attention to detail and a consistent high level of accuracy.
- Prioritizing, organizing, and managing time and project activities.
- Following written and verbal instructions, established procedures, and applicable policies.
- Working independently and collaboratively.
- Utilizing intermediate computer skills including database management.

Minimum Work Requirements

Education/Experience Requirements

An associate's degree in child development, human services, family engagement or related field and a minimum of two (2) years of related experience are required.

Physical Position Requirements

Hazardous Working Conditions

Duties are performed in a typical school/office environment where there are minimal environmental hazards and risks associated with performing the requirements of the job.

Work Environment

Duties involve performing assignments in typical indoor conditions. Employee will sometimes work in a high-noise environment with sustained periods of elevated sound.

Physical Activities

Activity	Time Spent
Stand	Occasionally (1-33%)
Walk	Occasionally (1-33%)
Sit	Continuously (68-100%)
Use hands to finger, handle, or feel	Continuously (68-100%)
Reach with hands and arms	Occasionally (1-33%)
Climb or balance	None (0%)
Stoop, kneel, crouch, or crawl	None (0%)
Talk or hear	Continuously (68-100%)
Taste or smell	None (0%)
Lift, Carry, Exert Up to 10 pounds	Continuously (68-100%)
Lift, Carry, Exert Up to 25 pounds	Occasionally (1-33%)
Lift, Carry, Exert Up to 50 pounds	None (0%)
Lift, Carry, Exert Up to 100 pounds	None (0%)

Classification History

Job description revised by ISD 273 Human Resources in October 2026.