

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE **CONTRACT REFERENCE**
Early Childhood Screener

TITLE OF IMMEDIATE SUPERVISOR **VERSION DATE**
ECFE Coordinator and Early Learning Administrator April 2025

JOB SUMMARY

Under the direction of the Early Childhood Family Education Coordinator, the Early Childhood Screener is responsible for conducting early childhood screenings for all children ages 3-5, following up with all rescreening appointments and referrals, and for administering age appropriate screenings with children to identify any developmental concerns or related issues.

TASK NO. **FRE- QUENCY** **BAND/ GRADE**

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Administer Health and/or Development screenings for the Early Childhood Screening Program for children ages 3-5 and maintain records of screening.	75%	
2.	Communicates with parent(s)/guardian(s) the results of the screenings, and provides recommendations for resources to address health and parenting concerns.	10%	
3.	Assist in identifying children to be evaluated for special education programming.	10%	
4.	Refer families to community resources and follows up on health-related concerns.	3%	
5.	Assume other responsibilities as requested by the Early Childhood Family Education Coordinator.	2%	

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Education or related field
- Current Minnesota Teaching License in Early Childhood Education, Early Childhood Special Education or related area
- Intercultural competence and experience working with diverse populations

JOB TITLE**CONTRACT REFERENCE**

Early Childhood Family Ed Coordinator

– Page 2

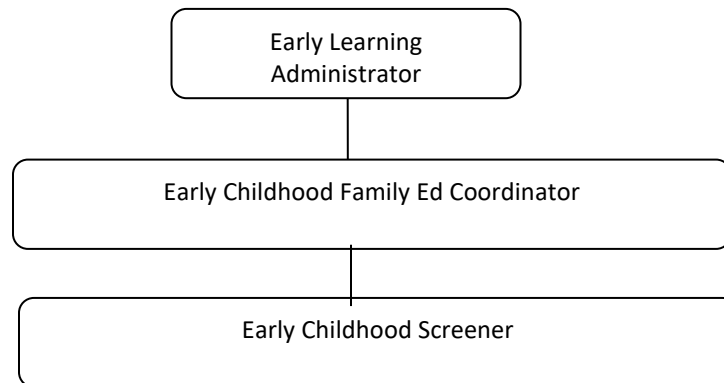
- Excellent interpersonal, verbal and written communication skills
- Effective problem solving, decision making and organizational skills
- Ability to work cooperatively with department and district staff
- Regular attendance, including completing an assigned day
- Ability to perform position responsibilities, including physical factors

DESIRED QUALIFICATIONS

- Licensed Early Childhood Special Education, Speech Language Pathologist preferred

LICENSING AND OTHER REQUIREMENTS

- Satisfactory criminal background check
- Licensed as a special education teacher, school psychologist, kindergarten teacher, prekindergarten teacher, registered nurse, or licensed physician and must have completed training seminars provided by the Department of Education or equivalent training as determined by the Minnesota Department of Education in consultation with the Minnesota Department of Health

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

.....

- - - - -

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

JOB TITLE**CONTRACT REFERENCE**

Early Childhood Family Ed Coordinator

– Page 3

functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.