

ECFE & Early Childhood Screening Coordinator

115 duty days - 0.62% FTE

Collective Bargaining Unit: REM

Little Royals Early Childhood Family Education is seeking applicants to fill an Early Childhood Family Education Coordinator/Educator position at Royalton Public Schools.

This position requires an energetic, creative person who will work collaboratively with community and district programs and staff in the following roles: ECFE Coordinator (75%), ECFE Educator (15%), Early Childhood Screening Coordinator 10%.

As the ECFE Coordinator, the successful candidate will provide leadership to plan and implement programming for the District's ECFE and early childhood screening programs. Knowledge of parent and early education, planning and monitoring budgets and community resources required.

ECFE Educators plan and facilitate developmentally appropriate curriculum for children, maintain appropriate records, materials, reports, and communications with families and appropriate agencies in the community and school.

The ideal candidate for this position must have excellent interpersonal and supervisory skills, be motivated, self-directed, flexible, able to work in both a team setting and independently with a wide variety of people. Organizational skills, along with excellent oral and written communication skills, required

ECFE Essential Duties & Responsibilities

Program Leadership & Management

- Plan, develop, coordinate, and evaluate ECFE programs in alignment with Minnesota ECFE statutes and district policies
- Ensure programming reflects best practices in early childhood education, family systems, and parent education
- Oversee class schedules and program logistics
- Use data to guide continuous program improvement

Staff Supervision & Support

- Supervise, mentor, and evaluate ECFE teaching staff, parent educators, and support staff and facilitate staff meetings, professional learning, and reflective practice

- Support collaborative teaching models between early childhood teachers and parent educators
- Provide coverage for ECFE classrooms as a child educator

Family & Community Engagement

- Promote inclusive, culturally responsive, and family-centered practices
- Build partnerships with families, community agencies, school district departments, and early childhood programs
- Coordinate outreach efforts to ensure equitable access for all families

Compliance & Reporting

- Ensure compliance with state ECFE requirements, licensing, and funding guidelines
- Prepare required reports, documentation, and program data for the district and Minnesota Department of Education
- Manage program budgets and monitor expenditures

Curriculum & Parent Education

- Support development and implementation of play-based early learning experiences
- Guide parent education topics such as child development, positive guidance, social-emotional learning, and family well-being
- Ensure alignment between child learning experiences and parent education components

EC Screening Essential Duties & Responsibilities

Program Coordination & Compliance

- Coordinate all aspects of early childhood developmental screenings in accordance with state laws, district policies, and best practices
- Develop and maintain annual screening schedules, procedures, and timelines
- Ensure accurate documentation, data collection, reporting, and record retention
- Monitor program compliance and prepare reports for district administration and state agencies

Screening Operations

- Organize and oversee screening events, including site setup, staffing, materials, and follow-up

- Coordinate screening components (developmental, vision, hearing, social-emotional, health, and motor skills, as required)
- Train, schedule, and support screening staff and volunteers
- Ensure screening environments are welcoming, culturally responsive, and family-friendly

Family Communication & Support

- Communicate screening information, timelines, and results clearly and respectfully to families
- Provide families with resources, referrals, and next steps when concerns are identified
- Collaborate with families to address questions, concerns, and follow-up needs
- Support equitable access to screening for all families, including multilingual and underserved populations

Collaboration & Referral

- Collaborate with ECFE, preschool, early intervention, special education, health services, and community partners
- Coordinate referrals for further evaluation or services when indicated
- Serve as a liaison between families, schools, and community agencies

Data & Continuous Improvement

- Maintain screening databases and analyze participation and outcome data
- Identify trends and gaps to improve outreach and program effectiveness
- Support district initiatives related to early learning, school readiness, and child find

Minnesota Licensure in Birth to Grade 3 or Pre-K Education is required.

Please apply online at <https://www.royaltonpublicschools.org/> under employment opportunities. Royalton Public Schools is an equal opportunity employer.

Banding/Grading