



SECTION I: GENERAL INFORMATION

Position Title: Childcare Coordinator	Department: Operations
Immediate Supervisor's Position Title: Executive Director	<u>FLSA Status:</u> Exempt
Job Summary: The Childcare Coordinator is responsible for the oversight and operation of STRIDE Academy's child care program serving children from birth to Pre-Kindergarten and potentially school-age students (K–4). This position ensures that the program complies with Minnesota Department of Human Services (DHS) Rule 3 licensing requirements and maintains a safe, nurturing, and developmentally appropriate environment. The Childcare Coordinator manages staffing, scheduling, compliance, documentation, and coordination with families and external agencies. This role also includes familiarity with Parent AWARE, Minnesota Child Care Assistance Program (CCAP), and early learning standards including the Minnesota ECIPs. The Childcare Coordinator will ensure all child care staff complete required training and will maintain compliance with all scholarship and reimbursement programs.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate and supervise the Birth–Pre-K child care program and potentially school-age care (K–4).
- Ensure DHS Rule 3 compliance for staffing, safety, and documentation.
- Hire, schedule, supervise, and evaluate child care personnel.
- Ensure all staff trainings, credentialing, and background checks are up-to-date and documented.
- Maintain accurate records, emergency protocols, and licensing files.
- Support family communication and child enrollment.
- Ensure developmentally appropriate environments and practices aligned with MN ECIPs.
- Monitor and manage Parent AWARE participation, quality indicators, and staff support.
- Oversee and submit reimbursement and application processes for MN CCAP and Parent AWARE scholarships.
- Collaborate with Preschool Coordinator to support shared staffing and ensure continuity of care and learning environments.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) NA	
	less than high school diploma			High School Diploma required; 2-year degree in Early Childhood Education or related field preferred	
x	High School Diploma				
	1 year college		2 years college		
	3 years college		4 years college		
	1 st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • DHS Rule 3 Licensing requirements • Infant/toddler development and care • Safe, inclusive childcare operations • MN ECIPs and Parent AWARE • MN CCAP eligibility and reimbursement • Parent AWARE quality indicators and documentation 	
	2nd year graduate level				
	Doctorate level				
Required Work Experience in Addition to Formal Education/Training: Minimum 3 years in child care environments					
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • Must meet or be willing to meet DHS Rule 3 director qualifications First Aid/CPR Certified (or willing to obtain) 			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<u>Skilled in:</u> <ul style="list-style-type: none"> • Program organization and staff supervision • Recordkeeping and licensing compliance • Family engagement and communication • Knowledge of state assistance and scholarship programs
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	Child Care Teachers	
	Child Care Aides	
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: 0	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties:
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)			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			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds			X	
up to 50 pounds			X	
up to 75 pounds			X	
up to 100 pounds		X		
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
<p>Summary: Requires active mobility and physical care of young children</p>	
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History

Date Board Adopted:_____