



SECTION I: GENERAL INFORMATION

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| Position Title: PRESCHOOL COORDINATOR | Department: Early Childhood Education |
| Immediate Supervisor's Position Title: Executive Director | FLSA Status: Exempt |
| Job Summary: The Preschool Coordinator is responsible for overseeing STRIDE Academy's School Readiness Preschool (ages 3 and 4) and Voluntary Pre-Kindergarten (VPK) programs. This position ensures compliance with Minnesota Department of Education (MDE) requirements, manages enrollment processes and documentation, and supports preschool staff in delivering a high-quality, developmentally appropriate learning environment. The Preschool Coordinator also collaborates closely with the Childcare Coordinator to provide training and support for staff and ensure alignment of services. This role is familiar with Parent AWARE, ECIPs, and state reimbursement programs. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage daily operations for School Readiness and VPK programs.
- Ensure compliance with MDE regulations, assessments, and licensing.
- Oversee VPK application and funding submissions.
- Coordinate curriculum aligned with state early learning standards, including the Minnesota ECIPs.
- Supervise, evaluate, and support preschool instructional staff.
- Collaborate with Childcare Coordinator and support professional development; may serve as an approved trainer.
- Communicate with families regarding enrollment and program transitions.
- Maintain accurate records, enrollment data, and required documentation.
- Organize professional development for preschool educators.
- Promote a positive, inclusive early learning environment.
- Familiarity with Parent AWARE rating process, scholarship application and reimbursement.
- Trained in MN Early Childhood Screening tools.

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 | | Bachelor's Degree in Early Childhood Education or related field | | | | |
| | 1 year college | | | | | 2 years college | |
| | 3 years college | x | | | | 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"> • Early childhood development and instructional practices • MDE School Readiness and VPK regulations • Inclusive preschool environments and family engagement • MN ECIPs, Parent AWARE, and early screening tools | |
| | 2nd year graduate level | | | | | | |
| | Doctorate level | | | | | | |
| Required Work Experience in Addition to Formal Education/Training: Experience coordinating preschool in a public school setting | | | | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • Early Childhood teaching license preferred | | | | | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Team leadership and supervision • Communication with families and staff |
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- Organizational and data management
- Collaboration and mentoring of early childhood staff

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

| | Titles of Positions Directly Supervised | # of Employees |
|--|---|----------------|
| | Preschool Teachers | |
| | Early Childhood Paraprofessionals | |
| | | |
| | | |
| | | |
| | | |
| | TOTAL | 0 |

INDIRECT SUPERVISION:

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| Number of employees indirectly supervised: 0 | Total: 0 |
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HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

- Exposure to childhood illnesses, lifting young children

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|-------------------------------|------------------------------|---------------------------------|
| Employee is required to: | 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 |
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| <p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Active physical movement, classroom support</p> |

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: _____