

Anoka Hennepin Independent School District #11

Position Standard

Adventures Plus Program Coordinator – Inclusion

Adventures Plus is a child care program providing before and after school care for elementary age students and is located in various elementary schools throughout the District.

Program Coordinators work with Site Coordinators to provide the best possible program for Adventures Plus students and families within the guidelines approved by the School Board.

Inclusion Coordinator is responsible for the successful integration of school age students with special needs into the Adventures Plus out-of-school time setting at all current 24 service sites.

Essential Functions:

- Monitor new enrollments and conduct intake conferences with parents of students with special needs.
- Develop, implement, and monitor individualized written accommodation plans.
- Train staff on appropriate behavior management strategies.
- Observe, monitor, and evaluate the performance of support staff.
- Develop and maintain positive working relationship with the District Special Education Dept.
- Maintain records and files for all students receiving additional services.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in early childhood, elementary education, school-age care or related field.
- 5 years of management and supervisory experience required (multi-unit management preferred).
- Strong written and oral communication and organizational skills.
- Strong technology/computer skills.
- Strong background in quality assessment.
- Strong staff supervision and mentoring skills.
- Strong customer services and conflict resolution skills.
- Experience in conducting training sessions for larger groups (50 + preferred).
- Willingness to participate and receive district training in CPI certification and/or CPR/First Aid certification for the Adventures Plus Program as needed.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Preferred Qualifications:

- Bachelor's degree in special education, child psychology, or social work preferred.
- 5 years of experience in providing services to elementary students with special needs preferred.
- 5 years of experience in coordinating services for students with special needs preferred.

Physical Factors include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.