

Anoka Hennepin Independent School District #11 Position Standard

Adventures Plus – Site Coordinator

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.

Site Coordinator for Curriculum Support & Development and Training & Staff Development

Essential Functions:

Responsible for Curriculum support & development:

- Assist with research and development of new curriculum and program initiatives.
- Assist with implementation of new program curriculum and initiatives.
- Assist with delivering and maintaining current Adventures Plus program curriculum resources and initiatives in sites for overall consistency and quality.
- Assist with program evaluation and individual site goals in the areas identified for improvement.
- Facilitate resource room materials checkout and returns, as well as organizing space, ordering new materials and upkeep of the space, an on-going process.
- Serve on and assist with the facilitation of the Program development committee.

Responsible for Training and Staff Development:

- Assist in the training and mentoring of program staff on appropriate implementation of curriculum planning and implementation, program structure and current and new initiatives.
- Assist in the coordination of staff development trainings and in-services including presenter coordination, registration processes and professional development documentation.
- Assist in the planning, preparation and organization of Adventures Plus Mini-conference and other staff development days.
- Assist in the coordination of Community Education wide training opportunities.
- Maintain the information for the Adventures Plus training database with presenter information and materials provided for staff.
- Serve on and assist with the facilitation of the Staff Development committee.
- Become NPASS staff trainer certified.

Other duties may include:

- Supervise program development and operation for at least one site, before and after school, on non-school days, and kindergarten program where applicable. Hours may include straight and split shifts based on program needs.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in related field; and 1 year (2080 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.

~ OR ~

Bachelor's degree in unrelated field; and 2 years (4160 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.

~ **OR** ~

Associates Degree (60 college credits) / Child Development Associate Certificate (CDA), plus 24 credits in Areas of Training/Credit listed below (credits can be part of educational credential); and 4 years (8320 hours) of experience working with children and 1 year (2080 hours) of supervisory experience.

Areas of Training / Credit

- Social Emotional Development
 - Approaches to Learning
 - Language and Literacy
 - Cognitive Development
 - Creativity / Arts
 - Family Studies
 - Child Guidance
 - Physical Development / Health / Safety
 - Special Education
 - Child Development
 - Cultural Dynamics
 - Communication
 - Recreational programming
 - STEM
- Current First Aid and CPR certification or must be obtained within the first 90 days of employment.
 - Proof of CPI certification, or the ability to pass the CPI class.
 - Must be able to lift a minimum of 40 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.

Preferred Qualifications:

- Experience working with traditionally marginalized communities preferred.

Physical Factors:

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.