

# Anoka Hennepin Independent School District #11 Position Standard

## **Adventures Plus – Site Coordinator**

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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 Inclusion**

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This position assists the Inclusion Program Coordinator with the integration of students with special needs into the Adventures Plus program.

#### **Essential Functions:**

- Assist with the intake process of students with special needs, including intake conferences with parents, gathering data such as IEPs, and observing students.
- Assist in the observation and evaluation of students, who seem unable or are struggling to adjust to the Adventures Plus setting.
- Assist in the training and mentoring of program and support staff on the appropriate implementation of inclusion plans.
- Observe and monitor the implementation of individualized behavior plans on a regular basis.
- Assist in the maintenance of records, files, and database for all students receiving special needs services.
- Assist in the interviewing and placement of support staff.
- Maintain Crisis Prevention Institute, First Aid, and CPR training records; take training registrations, and assist with support staff trainings.

#### **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.