**COMMUNITY ACTION PARTNERSHIP of KERN**

**Child Education and Development Services**

**(CEDS)**

**Family Engagement Specialist**

 *Disclaimer: Job descriptions are written as a representative list*

 *of the ADA essential duties performed by a job class. They cannot include nor are they*

 *intended to include all duties performed by all positions occupying a class.*

**Salary Range:** Grade 8 **FLSA Status:** Non-Exempt **Date Approved:** 06/19/2014

**SUMMARY:**

Implement center and home-based training to build knowledge, increase skill set and create a continual source of lifelong learning for staff to share with families, thus supporting Performance Standards, Office of Head Start Parent, Family and Community Engagement Framework, School Readiness agency plan and Community Care Licensing. Monitor and report all program data related to Family Services, Governance and education services for the Head Start/Early Head Start program. Responsible for the involvement of Head Start/Early Head Start parents in governance activities.

## SUPERVISION RECEIVED:

Receives supervision from Disabilities & Family Engagement Support Services Supervisor

## SUPERVISION EXERCISED:

None

**DUTIES AND RESPONSIBILITIES:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**A. Essential Job Specific Duties:**

1. Provide ongoing professional development through child development, role modeling, mentoring and training that supports Parent, Family and Community Engagement Framework and School Readiness Agency Plan for staff and parents.
2. Develop, arrange and schedule Family Education Trainings.
3. Identify and provide family services trainings to parents, staff, consultants, community partners, policy council as requested, including new hire orientation and other mandated trainings.
4. Analysis of a variety of data sources to facilitate consistent comprehensive quality program operations.
5. Research Family Services (including Information Memorandums) to provide information and support to appropriate staff.
6. Collaborate with Content Area Specialist, Education Supervisor, Program Managers, and Mentor Coaches to provide monitoring, training and/or intervention.
7. Collaborate with management to ensure regulations are being followed and create and implement appropriate monitoring systems and reports to include service area plans, and goals and objectives.
8. Collaborate with community agencies to ensure services to families are met.
9. Assist with facilitating Policy Council and parent committees in communicating with parents to ensure that they understand their rights, responsibilities, and opportunities in the program and to encourage their participation in the program and volunteer their services for in-kind.
10. Responsible for assisting with the interpretation and implementation for all aspects of Head Start/Early Head Start Performance Standards, State and Federal regulations, funding source requirements, and policies and procedures.
11. Model communication and interactions that respects all individuals and their languages, abilities, religions and cultures.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
5. Performs any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

Agency policies and procedures

Applicable federal, state, and local laws, codes, and regulations

Departmental policies and procedures

Regulations governing the administration of Head Start Program and State related programs desirable

Correspondence and report writing practices and procedures

Current problems of socially and economically challenged families

The contributions of parents and volunteers who may be non-professional

Modern office practices, methods, procedures and equipment including computers

Word processing, spreadsheet, database, and other related software applications

**Ability to:**

Ability to deal with conceptual matters

Ability to plan, organize, allocate, and control substantial resources.

Ability to communicate effectively

Good interpersonal skills.

Willingness to attend evening and weekend meetings

Effectively present Head Start program to the general public.

Establish professional working relationships with staff, agencies and parents.

Bilingual language fluency (Spanish/English) fluency highly desirable

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

* Bachelor’s degree from any accredited college or university with major in one of the following disciplines is desired: Human Development, Family Development, Social Services, Psychology, and Sociology. Additional experience may be substituted for education requirements.
* Minimum two (2) years of case management experience in family services with Head Start, Early Head Start, Child welfare, Medical Social Work, Public Assistance, Psychiatric Social Work, or related group work and community organizations.
* Two (2) years experience in working in a preschool setting, preferably with state and/or federal contracts.

**OTHER REQUIREMENTS**

* Possession of a valid California Driver’s License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
* Must have reliable transportation during work hours.
* Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
* Completion of a physical and substance abuse screening upon offer of employment.
* Successful completion TB screening upon employment and every three years thereafter.

**WORK ENVIRONMENT:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

* *Work is primarily performed indoors.*
* *Noise level is quiet to moderately quiet.*
* *Hazards are minimal.*

**ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

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| POSITION TITLE Family Education Coordinators |
| ACTIVITY(HOURS PER DAY) | **NEVER****0 HOURS** | **OCCASIONALLY****UP TO 4 HOURS** | **FREQUENTLY****4-8 HOURS** |
| Sitting |  |  | x |
| Walking |  |  | x |
| Standing |  |  | x |
| Bending (neck) |  |  | x |
| Bending (waist) |  |  | x |
| Squatting |  | X |  |
| Climbing | x |  |  |
| Kneeling |  | X |  |
| Crawling | x |  |  |
| Twisting (neck) |  |  | x |
| Twisting Waist |  |  | x |
| Is repetitive use of hand required? |  |  | x |
| Simple Grasping (right hand) |  |  | x |
| Simple Grasping (left hand) |  |  | x |
| Power Grasping (right hand) |  | X |  |
| Power Grasping (left hand) |  | X |  |
| Fine Manipulation (right hand) |  |  | x |
| Fine Manipulation (left hand) |  |  | x |
| Pushing & Pulling (right hand) |  | x |  |
| Pushing &Pulling (left hand) |  | x |  |
| Reaching (above shoulder level) |  | x |  |
| Reaching (below shoulder level) |  | x |  |

|  |  |  |
| --- | --- | --- |
|  | LIFTING | CARRYING |
|  | **never****0 hours** | **occasionally****up to 4 hours** | **frequently****4-8 hours** | **never****0 hours** | **occasionally****up to 4 hours** | **FREQUENTLY****4-8 hours** |
| 0-10 lbs |  |  | x |  |  | x |
| 11-25 lbs |  | x |  |  | x |  |
| 26-50 lbs |  | x |  |  | x |  |
| 51-75 lbs | x |  |  | x |  |  |
| 76-100 lbs | x |  |  | x |  |  |
| 100 lbs+ | x |  |  |  |  |  |