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| Policy Number: JD003 | Title: Coordinator Of Family & Community Services |
| Performance Standard: 1302.91(d)(1) | Original Date: 5/2014 |
| USD 418 BOE Policy: | Policy Council Approval/Revision: 11/11/14 8/2017 2/2024 BOE Approval: 1/2024 |

QUALIFICATIONS:

1. B.A. in social work, human development, family services or a related field
Previous experience in Head Start Social Service area preferred
2. KBI criminal record check and signed declaration form
3. Pre-employment physical and TB Skin Test

REPORTS TO: Director of Early Childhood

SUPPORTS: Family Advocates

JOB GOAL: Responsible for all federal requirements in ERSEA and Family, Parent, and Community Engagement. Family and Community Services focuses on eligibility, recruiting, selection, enrollment and attendance. Supports the program with focusing on parent involvement, family support services, transition services and partnerships with community agencies.

ESSENTIAL FUNCTIONS:

1. To monitor the recruitment and enrollment of students, compile waiting lists at each school, and ensure the appropriate paperwork is completed.
2. Create and provide social services informational hand-outs on a regular basis.
3. Provides support to Family Advocates in the services they provide through reflection and training.
4. Collaborate with community agencies and groups to help meet the needs of families. Meet with families or assist in resource location as needed.
5. Advocate for parents and children in the Head Start communities. Attend meetings related to community partnership.
6. Monitor paperwork from Family advocates this includes but is not limited to parent meetings, and home visit documentation. Monitor and ensure that home visits, and parents meetings are occurring, as well as assisting in planning processes when needed.
7. Set up program terms/classrooms/sites on ChildPlus for each new school year.
8. Organise, recruit, train and guide volunteers, both parents and community members in the classrooms and wherever the goals of Head Start can be met. Track and ensure accurate recording of volunteer times and activities for the Head Start in-kind requirements.
9. Develop; implement, and monitor volunteer guidelines.

10. Monitors and ensures compliance of ERSEA and Family and Community Engagement standards.
11. Assists the Director with the implementation and updates of work plans, policies & procedures. Train staff to implement these processes (including Male Involvement & Healthy Marriages plan).
12. Attends workshops and training as requested.
13. Provides in-service for parents and staff concerning social services, parent involvement, male involvement and parent education.
14. Contact service organizations, clubs, and businesses to provide donations for families and children in need.
15. Works with Family Advocates on Fatherhood Initiatives.
16. Participate and assist with the annual self-assessment and the community needs assessment.
17. Assist in implementing tier 2 strategies in the classrooms to support mental health and social and emotional concerns of students.
20. Provide parents and family advocates with resources/referrals for mental health interventions.
21. Assist in classrooms when needed.
22. Additional duties as determined by the Early Childhood Director

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Coordinator contract of 212 days and other benefits in accordance with board of education policy and appropriated over twelve months. Additional summer duties are required and built into the contract days.

EVALUATION: Performance of job will be evaluated in accordance with board policy.