

Policy Number: JD003	Title: Early Childhood Assistant Director for 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

- QUALIFICATIONS:**
1. B.A. in Human Resources or a related field
or Degree in Early Childhood Education or a related field.
or Previous experience in Head Start Social Service area.
 4. KBI criminal record check and signed declaration form
 5. Pre-employment physical and TB Skin Test

REPORTS TO: Director of Early Childhood

SUPERVISES: Supervision of Family Advocates & ERSEA secretary

JOB GOAL: To provide leadership and coordination to connect families with appropriate community resources and to encourage parents to participate in the Early Childhood Program. To ensure families are getting all services required/needed.

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. Supervises and facilitates Family Advocates in services they provide, reflection & training.
4. Follow up on the community groups and agencies to help meet the needs of each family.
5. Follow up on paperwork from Family advocates, meet with families or assist in resource location as needed.
6. Advocate for parents and children in the Head Start communities. Attend meetings related to community partnership.
7. Monitor that parent meetings occur, and are productive and appropriate and be involved in the planning process of these meetings.
8. Set up program terms/classrooms/sites on ChildPlus for each new school year.

9. Organize, 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.
10. Develop; implement, and monitor volunteer guidelines through a booklet and training.
11. Monitor records showing all HS families have social service home visits as needed/required.
12. Oversee all social services/parent involvement input into the computer tracking system.
13. 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).
14. Attends workshops and trainings as requested.
15. Provides in-service for parents and staff concerning social services, parent involvement, male involvement and parent education.
16. Contact service organizations, clubs, and businesses to provide donations for families and children in need.
17. Writes and monitors Parent Family Communication Document.
18. Works with Family Advocates on Fatherhood Initiatives.
18. Participate and assist with the annual self-assessment and the community needs assessment.
19. Monitors student program attendance.
20. Monitor Family Partnership Agreements and home visits.
21. Writes and updates Parent Handbook.
22. Additional duties as determined by the Early Childhood Director.

TERMS OF EMPLOYMENT: Assistant Director 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.

Revised 5/2014
8/2017