

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- FAMILY LIAISON, HEAD START

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 26 **SALARY SCHEDULE:** Education Support Professionals

QUALIFICATIONS:

- (1) Bachelor's Degree in the social sciences related program area, human services, or related field from an approved accredited educational institution; with Minimum of two (2) years of professional experience with responsibility in Social Services, Disabilities, Health, Early Childhood Education; or
- (2) An Associate's degree in the social sciences related program area, human services, or related field from an approved accredited educational institution; with Minimum of five (5) years of related training and experience in the specific program area.
- (3) Valid Florida Drivers' License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and expertise in working with low-income children and families. Extensive knowledge of comprehensive case management, and community resources; ability to maintain written documentation of ongoing interactions with program participants, public and private agencies and providers. Ability to conduct interviews with families, access community resources, develop family partnership agreements and establish and maintain community partnerships. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and follow written federal and state performance standards and local policies and procedures. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with parents, students, school/district staff, administrators, and outside agencies. Skill in the use of computers and software applications.

REPORTS TO:

Specialist -- Preschool

JOB GOAL

To provide comprehensive services for Head Start/VPK children and their families, in compliance with federal and local policies, procedures and performance standards.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Participate in activities to increase parental involvement.
- *(2) Act as liaison between school, home and community agencies.

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- * (3) Integrate services with and provide support to all content areas (i.e., Health, Family & Community Partnerships, Disabilities, Nutrition, Mental Health and Education.
- * (4) Conduct outreach activities, recruit, case management; develop and maintain Family and Community Partnership Agreements.
- * (5) Serve as a member of a Head Start content area team in implementing the Head Start Performance Standards.
- * (6) Direct or support Head Start cluster site staff and programs.
- * (7) Conduct eligibility, recruiting, screening, placement, enrollment and assessment activities for Head Start applicants.
- * (8) Establish and support Family Partnerships, Individual Health/Nutrition plans, Individual Education plans and provide follow-up services based on identified family strengths, goals and needs.
- * (9) Assist in monitoring services, attendance, enrollment and program compliance.
- * (10) Assist Preschool Specialist and Program Service Coordinator in assigned events, tasks and preparation for meetings as requested.
- * (11) Participate in the planning and implementation of Special Events for the purpose of enhancing parental involvement.
- * (12) Provide computer, clerical and a variety of support to coordinators of content areas.
- * (13) Provide peer training as assigned.
- * (14) Facilitate annual updates and revisions to content area forms, community resource book and parent handbook.
- * (15) Enter data of regular program services, special events, in-kind and volunteer contributions.
- * (16) Participate in the development, facilitation and implementation of annual registrations and recruitment and parent orientation events.
- * (17) Participate in on-going staff development training.
- * (18) Maintain daily vehicle logs.
- * (19) Serve on school/district committees as required or appropriate.
- * (20) Adhere to applicable safety standards.
- * (21) Attend all staff meetings and workshops.
- * (22) Assist with maintaining a clean and orderly environment.
- * (23) Be knowledge of and adhere to Board policies and departmental procedures.
- * (24) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (25) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Follow attendance, punctuality and proper dress rules.
- * (30) Maintain confidentiality regarding school/workplace matters.
- * (31) Maintain expertise in assigned area.
- * (32) Manage time efficiently.
- * (33) Model and maintain high ethical standards.
- * (34) Participate in cross-training activities as required.
- * (35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

SPECIALIST -- FAMILY LIAISON, HEAD START (Continued)

- *(36) Prepare all required reports and maintain updated and accurate records.
- *(37) Represent the District in a positive and professional manner.
- *(38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- *(40) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

I Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11