

Title: FAMILY ADVOCATE

GENERAL DESCRIPTION

The essential function of the position within the organization is to be responsible for the day-to-day operation of a relatively small portion of a Head Start center within a program; may include some supervision, maintenance of administrative records, enrollment and waiting lists. Under the general direction of the Family Services/ERSEA Manager and Early Childhood Supervisor/Head Start Director. The Site Coordinator is responsible for building positive relationships and maintaining open communication with parents, the community and with school staff. Serves as a resource for family service staff, parents, and volunteers. Collaborates with community agencies and adult education resources. Monitor and facilitate: enrollment, family records, parent training, center meetings, and other activities for children and families. Is responsible for meeting deadlines and submitting monthly reports as required. Provide professional and courteous customer service at all times, and performing related work as required.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Facilitates recruitment and enrollment for Head Start families: income verification, class assignments, revisions, maintains wait list, attendance, monthly reports, and Program information report (PIR).

Is responsible for: communication/newsletters, home visits as needed, parent committees/policy council, transition activities, tracking and record keeping, family goal setting/follow-up, arrange student transportation and maintain family contact log.

Assists in referrals to Child Find/ESE

Communicates to principal, teachers, and or director as necessary.

Ensures the maintenance of accurate and complete student records.

Coordinates and implements parent workshops as included in each child's family needs assessment and according to the program regulations of mandated trainings; serves as liaison with parents as necessary at their site(s).

Compiles data for and prepares records and reports as required by the school, District and/or other agencies.

Performs general administrative work as required, including but not limited to entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes and

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Attends meetings, training, workshops and conferences as appropriate to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

Updates/maintains accurate records in Child Plus database.

People Responsibility: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements: *“Communications” involves the ability to read, write, and speak.*

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Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Minimum qualification is a high school diploma.

Associate’s degree preferred or the equivalent of two years of college or family services credential or extensive experience working with at risk children and parents in an early childhood setting.

Licenses Certifications Registrations Required: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications,*

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or registrations required to enter the position.

Social Services Competency Based Training (SSCBT) certification or Florida Child Care Professional Credential (FCCPC) Certification required within one year from date of hire.

Requires a valid state driver's license.

Bilingual ability is preferred.

Experience Requirements: *"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience, family services credential preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands: *"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: *"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

Sensory Requirements: *"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Early Childhood Education

Supervises:

No supervisory duties.

PAY GRADE: From: HS-002 To: HS-002 Number of Months: 11 Number of Days: 222 Hours: 7.5

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016