

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Parent Engagement/Family Involvement Specialist
SALARY LEVEL: I

LAST UPDATE: 2013
REPORTS TO: Head Start Director

MISSION STATEMENT: The Parent Engagement/Family Involvement Specialist provides policy development, analysis and interpretation related to Social Services for the entire program. This position is responsible for providing technical assistance, training, monitoring and home visitor data collection for Head Start/Early Head Start Staff. The Parent Engagement/Family Involvement Specialist will lead the social services team within the Head Start/Early Head Start program.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. r all Parent Engagement/Family Involvement services and Community services for the Head Start/Early Head Start program
3. Coordinate, monitor and report all program data related to Parent Engagement/Family Involvement services and Community services for the Head Start/Early Head Start program
4. Provide oversight, training and monitoring of Head Start/Early Head Start home visits/Home Visitors; including home visit observations
5. Assist in the development of Head Start/Early Head Start grants
6. Coordinate the participation of the Head Start/Early Head Start Family Services Advisory Board
7. Develop trend analysis related to Parent Engagement/Family Involvement services and Community services for the program
8. Develop and implement a Head Start/Early Head Start Comprehensive Community Assessment which represents constituents in the designated service area
9. Assist in the general administration of the Head Start/Early Head Start program by participating in the ongoing program planning and evaluation process
10. Develop and implement annual leadership training for Head Start/Early Head Start parents; track and monitor all parent training requests.
11. Coordinate and monitor cultural competency throughout the program by insuring program staff receive ongoing education related to diversity
12. Implement needed training in assigned components of the Early Head Start training plan.
13. Develop and implement center based training to build knowledge, increase skill set and create a continual source of lifelong learning for home visitors to share with families, thus supporting Performance Standards and OHS Parent, Family, and Community Engagement Framework, for Head Start/Early Head Start Home Visitors.
14. Provide data related Head Start/Early Head Start home visit rates; Monthly center/program home visit completion percentages.
15. Accumulate, condense, and distribute Self-Assessment results for Head Start/Early Head Start
16. Program point of contact for Head Start and Early Head Start PIR.
17. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Bachelors in Social Work or a closely related field with experience working in a social services organization
- Minimum of one year working in a supervisory capacity in a social services organization
- Administrative skills necessary to plan and monitor all aspects of Head Start/Early Head Start Social Services
- Ability to develop and monitor budgets
- Effective communication skills necessary to provide education and consultation to Head Start/Early Head Start staff
- Coordination and planning skills necessary to develop an effective relationship with the communities in our service area
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place