

**POSITION TITLE:** Specialist Family Involvement

**QUALIFICATIONS:** Bachelor's degree in Early Childhood Education, Human Services, Public Administration, Communications or a related field. Must have excellent oral, written communication and computer skills in the use of Word, Excel, Access and Power Point. Bilingual skills to include Spanish are preferred. Must be able to work with parents on various socio-economic levels. Must possess a valid Virginia driver's license and have use of personal car. Excellent communications, interpersonal, organizational, public relations, and planning skills are essential. Must be able to establish and maintain effective working relationships with staff, employees, school, school administration, parents and community representatives.

**PERFORMANCE EXPECTATIONS:** Provides direction and leadership for the areas of Family Services, Family Engagement and implements the program's family involvement component. Monitors and analyses the status of Family and Community Partnerships. Develops plans to improve identified areas of weakness in the Family and Community Partnership services. Provides regular assistance to parents and promotes parent involvement. Establishes and maintains ongoing, up-to-date, partnerships to assist families in accessing crisis/emergency, and community resources and services. Serves as a liaison between the classroom and community. Works with parent groups in planning and executing meetings, and involving parents in meaningful activities in all phases of the program. Prepares handbooks and other important communications for parents to keep them informed of policies, procedures, guidelines, etc. in the program. Conducts outreach four-year-old recruitment, registration and enrollment and informs families of the Virginia Preschool Initiative Program eligibility. Assists families with acquiring needed information to complete the registration process in order to enroll in the program. Maintains a tracking system of all families needing assistance with documents that are submitted. Takes registration applications every day that registration is offered. Takes registration phone calls and responds to callers questions about registration. Mail registration information to families. Performs other job related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Coordinates and meets identified needs of VPI multicultural families to include coordination of the parent meetings and parent training. Performs duties to implement the goals and objectives of the VPI parent involvement component. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Manager of Virginia Preschool Initiative Program

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123. Position contingent upon grant funds.

**LENGTH OF CONTRACT:** 216 Days (11 months) -7 hours

**FLSA:** Exempt