

**CLASSIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: Family Advocate

QUALIFICATIONS: Shall hold an associate degree or credential in early childhood or related field, or currently working to obtain an associate degree.
Shall have the ability to maintain accurate records both manually and electronically, develop good rapport with families, community leaders and fellow workers.
Shall be able to get to various locations throughout Ashland School District and must have a valid driver's license.
Shall be required to have a criminal background check and pre-employment physical with TB test.

REPORTS TO: Head Start Director

JOB GOALS: Shall be responsible for working with several different support systems and resources within and outside of Head Start / Preschool to secure appropriate services for families.

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

GENERAL DUTIES: Shall advocate on behalf of all Head Start / Preschool families.
Shall be responsible for creating and implementing a successful Family Partnership with families of Head Start / Preschool and the community.
Shall communicate and collaborate effectively.
Shall follow Head Start and district policies and procedures as well as Kentucky Revised Statutes and Kentucky Administrative Regulations.
Shall perform other duties as assigned by the Head Start Director in accordance with the best interest of the student, program, and district.

SPECIFIC DUTIES: Shall assist in the recruitment and enrollment of children into the Head Start program in order to ensure full enrollment and a waiting list are met in a timely manner.
Shall assist the Head Start Program with duties required to fulfill the Head Start Performance Standards, including, but not limited to completion and implementation of Family Partnership Agreements.
Shall work in collaboration with other programs to ensure that supportive services necessary for family self-sufficiency are available and all program standards are met.
Shall provide opportunities for parents to participate in the programs with employees, committee members, policy council representatives and volunteers.
Shall maintain confidentiality of all family information and records in accordance with Ashland Independent School District policies and procedures.
Shall encourage parents to embrace the concept that they are their child's first teacher.
Shall attend recommended in-services, workshops, trainings, and meetings.
Shall empower and encourage families to make use of all identified resources.
Shall establish a comfortable and working relationship with all assigned families.
Shall attend all training opportunities as provided.
Shall communicate with teachers in a timely manner regarding children's health concerns and any special needs the family or child may have.

TERMS OF EMPLOYMENT: 195 days (7.5 hours per day)

SALARY: Performance of this position will be conducted in accordance with the board policy on Evaluation of Classified Personnel. Evaluation of the Family Advocate will be conducted by the Head Start Director or their designee.

Approved 6/26/17