

**Classified Personnel  
Job Description**

POSITION TITLE: Head Start Family Coordinator

QUALIFICATIONS: Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall have demonstrated people skills to indicate the ability to function in a team oriented environment.  
Shall exhibit knowledge of community resources.  
Shall be familiar with ethnic background of families.  
Shall possess a high school diploma or GED

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

RESPONSIBLE TO: Head Start Director

GENERAL DUTIES: Shall be responsible for the involvement of families in the Head Start Program in conformance with the Head Start performance standards.  
Shall monitor all required family partnership interactions and staff.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall encourage and promote the family's achievement of self-sufficiency.  
Shall develop with each family a collaborative family partnership agreement that identifies family goals, strengths, services, needs and other supports.  
Shall maintain confidentiality of family records and information.  
Shall make at least one home visit to each assigned family. In addition, a parent conference must be conducted by mid-year and a parent conference by end of the school year. A minimum of two other contacts must also be documented throughout the school year.  
Shall encourage families to attend family meetings, arrange transportation and child care if necessary.  
Shall ensure effective two-way comprehensive communication with parents.  
Shall establish and maintain efficient and effective record-keeping to provide accurate and timely information.  
Shall report program operations in order to maintain quality and program accountability.  
Shall provide parents with specific health needs of their individual child.  
Shall assist in program self-assessment.  
Shall assist in planning and supporting successful transitions for enrolled children and families into Head Start and from Head Start into Primary.  
Shall assist parents in enrolling and participating in a system of on-going family health care.  
Shall involve parents in education activities that are responsive to their expressed needs  
Shall provide parents with opportunities to participate as volunteers.  
Shall assist and encourage parents to foster the growth and development of their child's education.  
Shall provide opportunities for parents to acquire family literacy services.  
Shall provide opportunities for parents enhance their parenting skills.  
Shall assist parents in obtaining nutritional education.  
Shall assist in providing continuing education employment training and employment services for families.  
Shall provide emergency and crisis assistance for families.

Shall assist in providing opportunities for families to participate in counseling programs or receive information on mental health issues.  
Shall provide follow-up with each family to determine kind, quality, and timelines of services received.  
Shall ensure that families continue to follow the recommended vaccination schedule.  
Shall use Child Plus to track health services for each child.  
Shall obtain or arrange for further diagnostic testing, examination and treatment for each with an observable, known or suspected health or developmental delay.  
Shall develop and implement a follow-up plan for any condition identified.  
Shall assist in all age-appropriate developmental screenings.  
Shall attend all necessary training designed to help build relationships among staff and to assist in acquiring/increasing knowledge and skills needed to fulfill job responsibilities.  
Shall ensure Head Start funded enrollment is met each month.  
Shall implement Head Start ESEA procedures.  
Shall perform any other duties as assigned by the supervisor.

DAYS OF  
EMPLOYMENT: 200 days (7.5 hour days)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule for Program Liaison.

Updated 10/24/16