

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Family Services Specialist	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Early and Expanded Learning	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	09/14/2023	<b>Current Salary Grade:</b>	24
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, The Family Services Specialist will support families enrolled in the Early and Expanded Learning programs (California State Preschool Program (CSPP) and Expanded Learning Opportunities Program (ELO-P) and will act as the primary liaison between the family and program staff.

**ESSENTIAL FUNCTIONS:**

- Collaborate with the Early and Expanded Learning Program Analyst in identifying and recruiting eligible families, schedule site tours and orientation meetings
- Assist with the application and enrollment of families ensuring all required documentation is submitted
- Serves as the lead of the CSPP Parent Advisory Committee, as required by Title V Regulations
- Implement parents engagement curriculum in the CSPP Early Learning programs.
- Assist families enrolled in the Expanded Learning Opportunities Program (ELO-P) with the completion of Hively application for subsidized care.
- Support families enrolled in the California State Preschool Program (CSPP) by helping to identify problems and concerns, and link families with appropriate referral systems and services. Follow-up with families to ensure that services are received and encourage families to obtain self-sufficiency skills.
- Establish and foster working relationships with district Social Workers, Parent Liaisons, and Hively caseworker staff in service of family needs.
- Keep informed of community agencies, resources, workshops and classes; encourage parent participation in program and community events.
- Support coordination of services, referrals, and follow-up that the parent/guardian/student may require based on individual need.
- Serve as an interpreter and/or advocate when necessary for Early and Expanded Learning parents, including interpretation for parent meetings, State Preschool conferences, and IEP meetings as needed and translation of verbal and written communication
- Track current ELO-P enrolled 5th graders and ensure transition to 6th grade Expanded Learning Program
- Maintain accurate database of all ELO-P eligible students track enrolled families, families who declined services, and those waitlisted
- Assist families in the navigation of the transition to TK or Kindergarten.
- Participate in CSPP Contract Monitoring Review (CMR) and ELO-P program audit.
- Attend monthly case conferences and regular staff meetings.
- Ongoing outreach and recruitment within the district boundary area.
- Update and maintain parent resource bulletin boards at each program site

- Plan and participate in workshops, meetings, community events, and other activities as assigned; receive and present information related to family and child support services.
- Communicate with parents/guardians, administrators, staff, and outside agencies to exchange information and resolve issues or concerns.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Procedures, methods, techniques, and strategies utilized in the development of school and community liaison processes.
- Purpose, goals, and objectives of public education in relation to multilingual and multicultural programs.
- Local, state, and federal guidelines established to support multicultural education.
- Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community challenges, issues, and concerns.
- Correct oral and written usage of English and a designated second language.

Ability to:

- Provide liaison services to the educational community creatively and innovatively.
- Maintain records and prepare reports related to assigned student related activities.
- Facilitate parent volunteer programs.
- Effectively perform multilingual and multicultural student & family assessments.
- Adapt and implement programs and activities designed to enhance educational opportunities.
- Establish and maintain cooperative educational and community relationships.
- Communicate effectively with diverse staff, students, and community.
- Schedule activities, meetings, and/or events.
- Understand and carry out oral and written directions.
- Operate a variety of job-related equipment including a copier, computer and assigned software.
- Read, write, translate and interpret English and a designated second language.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: AA in Social Services, Family and Consumer Science, Child Development, or a related field. BA preferred.

Experience: Minimum of one year experience working with children and families.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- Coursework or training related to the job is preferred.
- Valid Adult/Child/Infant CPR/First Aid certificate

**WORKING CONDITIONS:**

Environment: Indoor/office environment and occasional outdoor

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position.
- Occasional climbing and balancing, some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking and 25% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*