

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

FAMILY LITERACY SPECIALIST, EVEN START PROGRAM

QUALIFICATIONS:

- (1) Master's Degree in Early Childhood Education, Adult Basic Education, Family Literacy, Parent Education, or a related field.
- (2) Valid Florida Teaching Certificate in the required area.
- (3) Three (3) years experience in related field.
- (4) Ability to work flexible hours.
- (5) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to implement the Even Start Program. Ability to supervise assigned personnel and provide staff development as needed. Effective oral and written communication skills. Ability to work with a variety of people in different settings. Ability to network and promote public relations with businesses, agencies, schools, and the community. Knowledge of budgeting, including purchase orders, coding, invoicing, and payroll. Ability to provide accurate and appropriate documentation of project activities. Knowledge of grant writing, record keeping, and reporting of data for federal audit purposes. Knowledge of computers and word processing for record keeping and reporting purposes.

REPORTS TO:

Community Education Coordinator

<p>JOB GOAL</p> <p>To provide leadership in the coordination of the Even Start Program to achieve project objectives.</p>
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SUPERVISES:

Lead Teacher, Even Start / First Start Program
Parent Educators, Even Start Program

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the implementation of the Even Start Program with the Community Education Coordinator.
- * (2) Provide leadership in the coordination of adult education, early childhood education, parent education, and the promotion of economic self-sufficiency for eligible adults.
- (3) Coordinate, plan and conduct appropriate training opportunities for Even Start program

SPECIALIST / MANAGER DATA PROCESSING (Continued)

- personnel and program participants.
- * (4) Provide accurate and appropriate documentation of project activities for the overall project implementation and accountability.
- * (5) Cooperate and collaborate with program staff and participating partners to meet program goals.
- * (6) Promote positive public relations with participating partners, administration, faculty, staff, and the community through the development and dissemination of project information and promotional materials.
- * (7) Supervise assigned personnel, cooperative conduct annual staff performance appraisals with the Community Education Coordinator, and make recommendations for appropriate employment action.
- * (8) Coordinate the implementation of program activities and technical assistance to meet project objectives in cooperation with the Lead Teacher.
- (9) Cooperatively plan activities for the recruitment of program volunteers, eligible parents and their children.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. (196 days)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9