

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

PARENT SPECIALIST, COMMUNITY SERVICES

QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution.
- (2) Florida certification in the required area.
- (3) Three (3) years experience in related field.
- (4) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the specific needs of families participating in the Florida First Start and Even Start Programs. Ability to work with a variety of people in different settings. Knowledge of child development and parenting skills. Ability to organize and implement a program that includes early childhood, adult and parent education programs and activities that build positive parent / child relationships. Effective oral and written communication skills. Knowledge of the federal requirements that govern the Even Start Program and the State statutes and intent of the Florida First Start Program. Strong organizational and leadership skills. Ability to net work with agencies and utilize their services. Knowledge of the geographic and economic areas to be served by the programs.

REPORTS TO:

Coordinator, Community Education / Family Literacy Specialist

JOB GOAL

To provide leadership, coordination and articulation in the implementation and operation of the Even Start and Florida First Start Programs.

SUPERVISES:

Parent Educators, Even Start

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and implement Florida First Start and Even Start services including ABE / GED programs, parent education and early childhood services.
- * (2) Coordinate operation for the Parent Resource Center including home visits.

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- (3) Maintain a well-equipped Parent Resource Center that provides appropriate resource materials for children and their families.
- * (4) Coordinate the operation of the on-site child care program.
- * (5) Conduct and coordinate monthly family group meetings.
- * (6) Provide direct training and supervision of the Parent Educators and child care providers, including assisting with lesson planning for home visitations and the development of age appropriate activities.
- * (7) Coordinate and / or conduct periodic developmental and health screening for eligible children.
- * (8) Provide interagency and referral information to families.
- (9) Refer special needs children to appropriate services and agencies as needed.
- (10) Coordinate program activities with the total school program.
- * (11) Maintain accurate and up-to-date program records.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

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 1