Family Specialist

New Hanover County Schools

Job Description

Class: **Classified**
Dept: **Early Childhood Education**

TITLE: **Family Specialist**

QUALIFICATIONS:
1. Bachelor Degree in Human Services or related field preferred.
2. Strong communication and computer skills, ability to speak and translate in English and Spanish preferred.
3. Valid NC driver's license.
4. Other qualifications that the board and superintendent may deem appropriate.

REPORTS TO: School Administrator/Director of Early Childhood Education (ECE)

JOB GOAL: Facilitate communication between school staff, ECE central office, and parents. Perform other duties as assigned for the purpose of ensuring the efficient and effective communication between the school and home of New Hanover County School Early Childhood students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to early childhood education.

2. Serve as a bridge of communication between classroom staff and families. Assist on a daily basis with classroom operations (hands on with children and teachers).

3. Make telephone calls and home visits to build reciprocal communication between parents and the school.

4. Track and monitor student data in a database system as it relates to program requirements.

5. Provide assistance and information to school personnel to improve relationships between parents-teacher, cross cultural understanding, and to improve the involvement of parents and families.

6. Provide direct support for families during critical periods such as registration and parent teacher conferences.

7. Work with staff to modify communication-contact procedures at school. Assist with planning and attending all family events and requested parent meetings

8. Assist with district preschool enrollment, recruitment, placement, registration and screenings.

9. Maintain strict confidentiality for all matters.

10. Perform other duties and responsibilities as requested by the building administrator or Director of Early Childhood Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Accurate data entry skills.
- Ability to communicate clearly and concisely, both verbally and written, ability to communicate with school personnel, employees, and students while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work collaboratively and flexibly with parents, students and school staff.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.