



Job Description

POSITION TITLE:	Coordinator II, Family Community Engagement #6292 Early Education and Support/Head Start San Joaquin Educational Services
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SALARY PLACEMENT:	Management Salary Schedule Range 12
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SUMMARY OF POSITION:

Under the direction of the Division Director, Early Education and Support (EESD) and the Head Start San Joaquin (HSSJ) Director, the Head Start San Joaquin Family Community Engagement Coordinator will manage and coordinate the family services component of the Head Start/Early Head Start program. This position will provide leadership; plan, organize, and implement high-quality professional development trainings; coordinate and conduct monitoring activities; serve as a coach/mentor and a resource to family services staff; collaborate with department staff, school districts, and community agencies to support and increase family engagement opportunities for families in San Joaquin County early education programs. In addition, this position will oversee, and support services provided through home visitation.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in Sociology, Social Work, Psychology, Early Childhood Education, Child Development, or a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five (5) years of experience in family and community partnership services in a multi-disciplinary setting, including a minimum of two years experience in administering or coordinating comprehensive family and community partnership programs or social work departments in a Head Start or Early Head Start program or similar agency providing services to families from low socioeconomic status. Possess a master's degree in social work or other closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer
- supervise, train, and evaluate staff
- create and follow policies and procedures
- be flexible based on program needs
- work with diverse groups of people in various settings

Knowledge of:

- community resources, including family support services, emergency and crisis services, and child protective services
- cultural differences that influence parenting skills and family environments
- program evaluation and data collection
- assigned software
- Head Start Performance Standards and state regulations
- strategies for recruitment of families and processes for determining eligibility
- methods for assessing and evaluating the quality and delivery of family and community partnership services

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as needed to fulfill job duties
- excellent reading, writing, and communication skills; exceptional organizational, analytical, and analysis skills

DISTINGUISHING CHARACTERISTICS:

The coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning the program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct various meetings, staff development, committees, trainings, workshops, and/or conferences to present material and information concerning department programs, services, operations, and activities. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt a practical course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for the program.
12. Oversee and manage budgets as needed.
13. Advocate for children and families by engaging and establishing formal partnerships with community agencies and programs within the SJCOE.
14. Provide department and partner staff resources and materials that support family engagement and increase knowledge and awareness of effective strategies to engage and support families.
15. Conduct observations of home visits, socializations, and parent meetings, including policy council meetings, to ensure quality and compliance to support the achievement of program goals.
16. Collaborate with department staff and partner agencies to implement and refine Head Start/Early Head Start services focused on engaging and supporting families.
17. Develop and provide high-quality professional training based on research, tools to measure quality, and best practices related to family and community engagement topics.
18. Implement a system for ongoing internal and partner monitoring and record-keeping to maintain compliance with state and federal regulations.
19. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull, move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment and/or make home visits. Employees may come in direct contact with children, parents/caregivers, SJCOE and school district staff, outside agency staff, and the public.

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