

## POSITION DESCRIPTION

<b>TITLE:</b>	Family & Community Partnership Coordinator	<b>SUPERVISOR:</b>	Early Learning Program Principal
<b>DEPARTMENT:</b>	Early Learning Department	<b>CLASSIFICATION:</b>	Non-Affiliated

**I. Accountability Objectives:**

The Family and Community Partnership Coordinator is responsible for coordinating all family services for the Early Learning program, and assisting in building community partnerships. The coordinator assists all Head Start/Early Learning Staff in the development and implementation of the goals and mission of the Eau Claire Area School District and Head Start and Early Learning programs; and, serves as an advocate and resource for families.

**II. Position Characteristics:**

Salary: Set annually by Board of Education  
Length of Contract: 199 days over a 12-month period, flexible workday schedule. Some evenings required.

**III. Position Relationships:**

Coordinates with: Head Start and Early Learning Department, ECASD staff, EC4T Partners, Community Partners, Parent/Policy Committees, Western Dairyland Head Start staff, Community Partners

**IV. Position Qualifications:**

A. Required Qualifications:

Bachelor's degree in Human Services, Communications, Child Development, or related field. Training and/or work or volunteer experience in Head Start or another early childhood development program. Experience, knowledge and the ability to work effectively with at risk populations.

B. Desired Qualifications:

Certification through the Wisconsin Family Services Credential Training program.

C. Special Requirements:

Strong oral and written communication skills; strong interpersonal skills; knowledge of school and community resources; excellent organizational skills; knowledge of Head Start Performance Standards; high degree of self-motivation and ability to work with minimum supervision; ability to maintain a flexible schedule; ability to maintain confidential information.

**V. Position Responsibilities:**

A. Family Partnerships: The Family and Community Partnership Coordinator fosters and maintains partnerships with families in conjunction with other Early Learning department staff, ECASD staff, ECASD Parent Partnership Coordinators and Community Members by:

1. Coordinating and/or accessing services to provide a variety of parent involvement opportunities including, but not limited to, parent meetings, parent trainings, parent volunteer opportunities and home visits.
2. Assisting in formation of Head Start Parent Committees at each center.
3. Coordinating parent involvement opportunities with Head Start to meet the needs of individual families, individual centers and the ECASD Head Start & Early Learning program including literacy and parent involvement plan.
4. Promoting the leadership skills and abilities of parents.

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5. Fostering a relationship with parents of preschool students that encourages their participation in the learning experiences of their child and supports them in building strong family units.
6. Building on parent and family strengths and encouraging parents to be advocates for their own families.
7. Supporting parents and families in setting and working toward family goals.
8. Coordinating and maintaining parent handbook, surveys and newsletter.
9. Developing and conducting a Parent Involvement Survey for all Early Learning Programs.

B. Community and Volunteer Partnerships. The coordinator will support and foster positive community partnerships by:

1. Assisting the Early Learning Program Principal in writing and maintaining written community partnership agreements.
2. Planning and implementing special events for the Early Learning Programs.
3. Preparing necessary press releases and written communication to promote Early Learning programs.
4. Representing the ECASD Early Learning Department at community functions, committees and coalitions.
5. Planning and implementing volunteer orientation/trainings.
6. Maintaining a current Volunteer Handbook.
7. Maintaining records of Parent Involvement requirements in the Early Learning Programs.
8. Utilizing and adapting a variety of strategies, materials and resources to enhance the active involvement of parents and community members on a variety of levels.

C. Program Design and Management The Family & Community Partnership Coordinator will assist the Early Learning Program Principal by:

1. Assisting with the annual revision of ECASD Head Start services plans as they relate to parent, family, community and volunteer services.
2. Maintaining and completing required reports and program documentation.

D. Professional Growth and Responsibility The Family & Community Partnership Coordinator will:

1. Maintain knowledge in the current trends and research in family and community collaboration and partnerships.
2. Maintain an awareness of community resources within the school district and community.
3. Participate in staff development opportunities.
4. Organize and/or provide staff development and training opportunities for Early Learning staff.

E. Perform other duties as assigned.

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**New:** 5/03  
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